



International Wheelchair Rugby Federation

Anti-doping Manual

September 1, 2020

Introduction

The International Wheelchair Rugby Federation (IWRF) is the international governing body for the sport of wheelchair rugby. The IWRF acts as an Anti-doping Organization (ADO) for international-level athletes in wheelchair rugby. The IWRF is responsible for out-of-competition testing for international-level athletes in wheelchair rugby and for in-competition testing at IWRF sanctioned competitions, except where these competitions are under the jurisdiction of a Major Event Organization.

This Anti-doping Manual describes the policies and procedures for the application of the IWRF Anti-doping Rules to testing and events under IWRF jurisdiction.

Responsibilities

IWRF Anti-doping Manager - The IWRF will designate an Anti-doping Manager who shall be responsible for ensuring IWRF adherence to the WADA Code, the IWRF Anti-doping Rules, this manual, and other applicable policies and procedures,

IWRF TUEs Committee - The IWRF TUEs Committee is responsible to review and decide on applications for Therapeutic Use Exemptions, in accordance with the IWRF TUE Manual. Decisions on TUE applications will be made within 14 days of receipt of the application.

Technical Delegates - At each IWRF sanctioned event, the IWRF Technical Delegate is responsible to ensure that Anti-doping activities are conducted in accordance with the IWRF Anti-doping Rules and this manual. The Technical Delegate will be the lead contact with Anti-doping Organizations conducting doping control at IWRF events.

IWRF Member Organizations are required, as a condition of membership, to implement Anti-Doping policies, programs and rules that are compliant with the Code. Every organization applying for membership shall provide the IWRF with a copy of their Anti-doping Rules. The IWRF Anti-doping Manager will contact active members on an annual basis to review their rules and ensure they remain in compliance.

Education

The IWRF will develop and implement an Anti-doping education plan on a regular basis.

The following information will be provided to all athletes and other IWRF personnel through the IWRF web site:

- IWRF Anti-doping rules and regulations
- Substances and methods on the Prohibited List
- Consequences of doping, including sanctions, health and social consequences

- Doping Control procedures
- Athletes' and Athlete Support Personnel's rights and Responsibilities
- TUE policies and procedures
- Managing the risks of nutritional supplements
- Harm of doping to the spirit of sport
- Applicable whereabouts requirements
- Whereabouts requirements
- Testing statistics
- Anti-doping rule violations in force

In addition to publication on the web site, the IWRF will publish and maintain an Anti-doping Handbook which provides information targeted to athletes and athlete support personnel.

Education sessions on Anti-doping should be conducted on a regular basis at IWRF sanctioned and championship events and during the IWRF Conference.

Privacy and Personal Information

The confidentiality and privacy of all personal data shared with the IWRF for the purposes of Anti-doping activities will be protected in accordance with the WADA International Standard for the Protection of Privacy and Personal Information (ISPPPI).

The IWRF Antidoping Manager is responsible for ensuring compliance with the ISPPPI. They shall record and monitor on-going compliance with the ISPPPI and all locally applicable privacy and data protection laws. On an annual basis they shall review handling of personal information including whereabouts information and take steps to mitigate any risks identified.

Personal information will only be collected and processed for anti-doping activities described in the IWRF Antidoping Rules and this manual, or if required by law. Only the information specifically required for these purposes shall be collected, used, and shared. Personal information shall be treated respectfully and protected with all necessary safeguards, including physical, organizational, technical, and environmental measures.

Any access to Personal Information by IWRF personnel shall take place on a need-to-know basis only and where consistent with assigned roles and responsibilities. Any unauthorized disclosure of personal information by IWRF personnel will be dealt with as a violation of the IWRF Code of Conduct.

Personal information will only be shared with a third-party when it is necessary for anti-doping activities or required by law. Prior to sharing personal information with a third-party, the IWRF shall review their policies and procedures to ensure they have implemented sufficient security and privacy measures for personal information.

When personal information is collected, the individuals shall be advised at the time of collection of the purpose for the collection and the legal grounds that allows the information to be collected and handled.

If consent is required for the collection of personal information, it must be informed, freely given, specific and unambiguous. The individual must be advised of the negative consequences of not providing consent and of when the IWRW may need to continue to handle the information if consent is withdrawn. If the individual is a minor, a responsible adult may be asked to provide consent on their behalf.

If a security breach occurs that affects individuals' rights and interests in a significant way, they must be notified as soon as reasonably possible. Any errors or inaccuracies in personal information should be promptly corrected. Any requests or complaints from individuals who the IWRW holds personal information about should be responded to as soon as possible.

The Anti-doping Manager will review all Anti-doping information retained by the IWRW on an annual basis to determine if it still requires retention. Retention times will be as detailed in the ISPPPI Annex A. All information which is beyond the retention period specified in the ISPPPI shall be deleted, destroyed or permanently anonymized.

Test distribution planning

On an annual basis, the Anti-doping Manager will develop a Test Distribution Plan. This will include in-competition testing at all IWRW sanctioned events as well as out-of-competition testing.

Testing activities will be coordinated with IWRW Member Organizations and the relevant National Anti Doping Organizations, taking into consideration their levels of domestic testing and competition calendars.

The Test Distribution Plan will be based on a current risk assessment. Testing should focus in particular on member nations that do not conduct robust domestic testing programs. Target testing should be made a priority, with at least 75% of tests targeted to specific nations, sport classes, or individual athletes, based on the risk assessment.

Most Out-of-competition testing will be conducted separately from IWRW sanctioned events. Target testing in the pre-competition period may be conducted but this will be in addition to a complete out-of-competition testing program.

Anti-doping intelligence

The IWRW Anti-doping Manager is responsible for implementing procedures to ensure gathering, assessment and use of intelligence in accordance with Article 11 of the International Standard for Testing and Investigations (ISTI).

The Anti-doping Manager will ensure that all intelligence received is kept confidential. Any disclosure to other IWRF personnel shall be on a strict need-to-know basis only and any person who receives such information shall maintain its strict confidentiality.

The Anti-doping Manager will ensure the protection of the sources of intelligence as deemed appropriate. When proceeding with intelligence sharing or dissemination, no identity shall be disclosed without prior consent of the source.

The Anti-doping Manager shall ensure the minimization of the risk of leaks and inadvertent disclosure of intelligence captured. However, should this occur, they shall promptly evaluate the nature of the leak disclosure, the possible negative consequences, and take remediation measures as appropriate.

Where intelligence is shared with the IWRF by other parties such as health, law enforcement agencies, sports organization, other Anti-Doping Organizations, etc., The Anti-doping Manager shall ensure that such intelligence is processed, used and disclosed only for legitimate anti-doping purposes, and shall confirm this in writing to the other parties.

In gathering intelligence, the Anti-doping Manager shall make use of all necessary sources, including but not limited to ADAMS, the Athlete Passport Management Unit (APMU), other ADOs, laboratories, law enforcement or health agencies, sample collections agencies' Doping Control Officers (DCO), chaperones, whistleblower reports, as well as open sources including the Internet, traditional and social media, research and academic publications, sports news and forums, etc.

When Anti-doping intelligence is received, the Anti-doping Manager shall evaluate the reliability of the source, then assess the accuracy of the information itself. Taking into account the evaluation and assessment, and other relevant factors indicating potential risks of doping, such as those identified in the IWRF's risk assessment, the Anti-doping Manager shall then determine follow-up actions such as:

- Conducting target testing
- Conducting further investigation on a particular case
- Establishing trends or patterns for reviewing the Test Distribution Plan
- Creating files to be referred for future investigations

Where appropriate, sharing information with other parties such as law enforcement or other ADOs with jurisdiction can be considered. Where information is to be shared, the Anti-doping Manager shall ensure that the information is only processed, used and disclosed by the other parties only for legitimate anti-doping purposes, and shall confirm this in writing.

Out-of-competition testing

Out-of-competition testing will be conducted in accordance with the IWRW Test Distribution Plan. The majority of out-of-competition testing will focus on athletes in the Registered Testing Pool. Some out-of-competition testing may also be conducted on other International Level Athletes. Such testing will be conducted wherever possible at team training sessions prior to events. Out-of-competition testing during the pre-competition period at IWRW Events will not be a priority but may still be conducted.

The IWRW will be the Testing Authority and Results Management Authority for all out-of-competition testing directed by the IWRW. The IWRW will contract with a third-party to be the Sample Collection Authority.

The IWRW Anti-doping manager will provide the Sample Collection Authority with a letter authorizing them to collect samples for the purpose of doping control, along with a copy of this Manual. A template letter can be found at Annex 2.

The letter shall advise the Sample Collection Authority that all athletes to be tested under IWRW jurisdiction are athletes with an impairment, and that sample collection must provide for this as outlined in the International Standard for Testing and Investigations (ISTI) Article 6.3 and ISTI Annex B.

Where the athlete to be tested is a minor, the letter shall advise the Sample Collection Authority of this and of the requirement to ensure sample collection can meet the needs of athletes who are minors as outlined in International Standard for Testing and Investigations (ISTI) Article 6.3 and ISTI Annex C. This shall include confirming the requirement to obtain the necessary parental consent for testing a minor.

All analysis of collected samples is to be completed by a WADA accredited laboratory. The Sample Collection Authority is responsible to arrange for this analysis.

In-competition testing

In-competition testing will be conducted at all IWRW sanctioned events.

Responsibilities

The number and types of tests will be determined according to the IWRW Test Distribution Plan. The IWRW Anti-doping manager will advise the event Organizing Committee and the IWRW Technical Delegate of the number and types of tests at least three months prior to the event.

The IWRW will be the Testing Authority and Results Management Authority for all in-competition testing conducted at IWRW sanctioned events. The Organizing Committee

or a third-party contracted by the Organizing Committee will be the Sample Collection Authority.

The IWRFL Anti-doping manager will provide the Sample Collection Authority with a letter authorizing them to collect samples for the purpose of doping control, along with a copy of this Manual. A template letter can be found at Annex 2.

The letter shall also advise the Sample Collection Authority that all athletes to be tested under IWRFL jurisdiction are athletes with an impairment, and that sample collection must provide for this as outlined in the International Standard for Testing and Investigations (ISTI) Article 6.3 and ISTI Annex B.

Where the event will include athletes who are minors, the letter shall advise the Sample Collection Authority of this and of the requirement to ensure sample collection can meet the needs of athletes who are minors as outlined in International Standard for Testing and Investigations (ISTI) Article 6.3 and ISTI Annex C. This shall include confirming that the organizer of the event obtains the necessary parental consent for testing any participating athlete who is a minor.

All analysis of collected samples is to be completed by a WADA accredited laboratory. The Sample Collection Authority is responsible to arrange for this analysis.

The event Organizing Committee shall pay all costs related to in-competition testing.

Doping Control Station

The Organizing Committee will provide a Doping Control Station (DCS) at the event. The DCS will be the only location where sample collection will be conducted.

The DCS must, at a minimum, ensure the athlete's privacy and where possible must be used solely as a DCS for the duration of the Sample Collection Session. The DCS must be accessible to athletes in their competition wheelchairs.

The IWRFL Technical Delegate is responsible to inspect the DCS prior to sample collection to ensure that it conforms to these requirements. If there are any deviations from the requirements, the Technical Delegate will explain these to the DCO. Any deviations should be recorded in the DCO report.

Sample collection

Prior to sample collection, the IWRFL Technical Delegate or their representative shall meet with DCO and confirm that all necessary systems are in place to meet the needs of athletes with an impairment during the process. If the event includes athletes who are minors, the Technical Delegate shall also confirm with the DCO that the sample collection process will meet their needs.

During the sample collection session, the athlete may be accompanied by a representative and an interpreter, if required, except when passing a urine sample.

If requested by the athlete and authorized by the DCO, the athlete may be assisted by the athlete representative or sample collection personnel while passing a urine sample. Any such assistance should be recorded in the DCO report.

If the athlete providing a sample is a Minor, the Athlete and the witnessing DCO or Chaperone are entitled to have a representative observe the witnessing DCO or Chaperone when the Minor Athlete is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested to do so by the Minor Athlete.

WADA observers are permitted to be present during the sample collection, where applicable under the Independent Observer Program. The WADA observer shall not directly observe the passing of a urine Sample.

Athletes who use urine collection or drainage systems are required to eliminate existing urine from such systems before providing a urine Sample for analysis. Where possible, the existing urine collection or drainage system should be replaced with a new, unused catheter or drainage system prior to collection of the Sample. The athlete is responsible to provide the necessary equipment for this purpose; it is not a required part of Sample Collection Equipment to be provided by the Sample Collection Authority.

Athlete notification

When conducting testing, the Sample Collection Authority, DCO or Chaperone, as applicable, shall ensure that the Athlete is informed:

- That the Athlete is required to undergo a Sample collection
- Of the authority under which the Sample collection is to be conducted
- Of the type of Sample collection and any conditions that need to be adhered to prior to the Sample collection
- Of the Athlete's rights, including the right to:
 - Have a representative and, if available, an interpreter accompany them
 - Ask for additional information about the Sample collection process
 - Request a delay in reporting to the Doping Control Station for valid reasons
 - Request modifications as required for Athletes with Impairments
- Of the Athlete's responsibilities, including the requirement to:
 - Remain within direct observation of the DCO/Chaperone at all times from the point initial contact is made by the DCO/Chaperone until the completion of the Sample collection procedure
 - Produce identification

- Comply with Sample collection procedures
- Report immediately for Sample collection, unless there are valid reasons for a delay
- Of the location of the Doping Control Station
- That should the Athlete choose to consume food or fluids prior to providing a Sample, they do so at their own risk
- Not to hydrate excessively, since this may delay the production of a suitable Sample
- That any urine Sample provided by the Athlete to the Sample Collection Personnel should be the first urine passed by the Athlete subsequent to notification

When contact is made, the DCO/Chaperone shall:

- Identify themselves to the Athlete
- Confirm the Athlete's identity by means of photo identification. Acceptable forms of photo identification are a passport, a drivers licence, or other government issued photo identification. An IWRF classification card is not sufficient for identification.
- Keep the Athlete under observation at all times until the Athlete leaves the Doping Control Station at the end of the Sample Collection Session

If the Athlete's identity cannot be confirmed, the Testing Authority shall decide whether it is appropriate to follow up as a Possible Failure to Comply.

The Chaperone/DCO shall have the Athlete sign an appropriate form to acknowledge and accept the notification. If the Athlete refuses to sign that they have been notified, or evades the notification, the Chaperone/DCO shall, if possible, inform the Athlete of the Consequences of refusing or failing to comply, and the Chaperone (if not the DCO) shall immediately report all relevant facts to the DCO. When possible the DCO shall continue to collect a Sample. The DCO shall document the facts in a detailed report and report the circumstances to the Testing Authority. The Testing Authority shall investigate this as a Possible Failure to Comply.

Reasonable Attempts to Test

An unsuccessful attempt to test an Athlete will not amount to a Missed Test unless the DCO has made a reasonable attempt to locate the Athlete for Testing.

What constitutes a reasonable attempt to locate an Athlete for Testing cannot be fixed in advance, as it depends on the particular circumstances of the case in question, and in nature of the location chosen by the Athlete for that timeslot.

The DCO should consider the nature of the location specified by the Athlete, and determine what they need to do to ensure that if the Athlete is present, they will know that a DCO is there to collect a Sample .

The DCO does not have to be present at the location specified for the from the beginning of the sixty minutes specified in order for the attempt to be reasonable. However, once they arrive the DCO should remain for whatever time is left, and should ensure they allow sufficient time to make a reasonable attempt to locate the Athlete.

The DCO should stay at the specified location for the remainder of the 60-minute timeslot even if they receive information that the Athlete will not be at the location, to avoid any subsequent argument that the information received was wrong and the Athlete turned up after the DCO had left.

If the specified location is the Athlete's house or other place of residence, the DCO should ring any entry bell and knock on the door as soon as they arrive. If the Athlete does not answer, the DCO may telephone the Athlete to advise him/her of the attempt in the closing five minutes of the 60-minute period.

The DCO should wait close by in a place where they can observe the entrance to the residence. They should then knock or ring periodically until the end of the 60 minutes. At that point, they should try one last time at the end of the 60 minutes before leaving the location.

If the DCO is told that the Athlete is not present at the specified location but can be found in an alternative location not far away, the DCO should record this information but should not leave the specified location, in case the Athlete is trying to get back to the specified location. The DCO should remain at the specified location for the remainder of the 60-minute timeslot. Thereafter, they are entitled to go to the alternative location to see if the Athlete can be located there for Testing.

If the specified location for the 60-minute time-slot is a sports complex, it is the Athlete's responsibility to specify where in the complex they can be located. If the Athlete specifies a time when they may be in one of several places within the location they should name each of them and the DCO should visit each of the places in turn. If the Athlete only specifies the sports complex for their 60-minute time-slot, and does not specify where in the sports complex they will be during the 60-minute timeslot, the DCO should make reasonable attempts to check each of the locations where the Athlete may be within the complex.

The DCO should note any circumstances they observe during the attempt to test the Athlete that could be relevant.

If the DCO locates the Athlete and is able to collect a Sample, but has suspicions of possible manipulation or Tampering, the DCO may require the Athlete to provide a second Sample (and further Samples if necessary) after the first.

If the DCO is unable to locate the Athlete during the 60-minute timeslot, they should complete and submit an Unsuccessful Attempt Form to the ADO that ordered the mission as soon as possible, and in any event no more than three working days after the attempt. The DCO should provide a detailed account in the Unsuccessful Attempt Report of exactly what they did during the 60-minute timeslot to try to find the Athlete.

More detailed information is provided in WADA's Guidelines for Implementing an Effective Testing Program, which can be consulted for further guidance.

Therapeutic use exemptions

Due to illness or other medical conditions, an Athlete may require the Use of medications or treatments on the World Anti-Doping Agency's (WADA's) Prohibited List. A Therapeutic Use Exemption (TUE) enables the Athlete to take the necessary medication while competing in sport Events, without resulting in a doping offence.

The IWRF TUEs Committee is responsible to review and decide upon applications for TUEs for international level athletes in wheelchair rugby. The Committee will provide a decision on TUE applications within twenty-one days, unless exceptional circumstances exist which prevent this. If there are exceptional circumstances, the Anti-doping Manager will advise the applicant of this within seven days of receipt of the application.

The IWRF Therapeutic Use Exemptions Manual details the policies and procedures for TUE application.

Results management - Adverse Analytical Finding

The IWRF will review all Adverse Analytical Findings (AAF) in a timely manner and in accordance with the requirements of Section 7.2 of the World Anti-doping Code.

The following steps should be followed for all AAFs for which the IWRF is the Results Management Authority.

1. Receipt of the Laboratory Analytical Result Record

- Carefully read the Analytical Result Record and make sure that it contains all relevant information.
- Review any comment the Laboratory may have included.

- Verify the date of the Sample Collection Session, the date of receipt at the Laboratory and the date of analysis to immediately identify any unusual delays in the Sample transportation/storage or analytical process that should be investigated.
- Seek further clarification from the Laboratory, if necessary.

2. Conduct initial review

- Verify that the Sample code on the Doping Control form matches the Sample code on the Analytical Result Record.
- Verify the spelling of the name of the Athlete and nationality against any reliable database available in the sport in question.
- Verify that the Doping Control form is completed correctly and includes the Athlete's signature.
- Carefully read and record any comment made by the Athlete in the declaration of medication/supplement box and in the general comment box of the Doping Control form.
- Make sure that there is no Supplementary Report Form attached to the main Doping Control form.
- Verify if the Athlete has a TUE on file with the IWRF or with any other relevant ADO.
- If this is the case, check that the TUE covers the Prohibited Substance in question and the date of the Sample Collection Session. Also validate that the concentration found in the Sample is consistent with the route of administration and dosage indicated on the TUE approval.
- Make sure that any serious apparent departure from the relevant International Standard is properly investigated before proceeding further with the Results Management process.

3. Notify the Athlete of an AAF

- Upon completion of the initial review, the Athlete will be notified promptly in writing.
- This notification can be combined with a "charge" letter containing information about the AAF and the Athlete's rights under the Code, including the right to provide an explanation and the right to B Sample analysis.
- Ensure that the first notification contains all information mentioned in the template letter (See Annex 2).
- Indicate a clear deadline for
 - requesting B Sample analysis
 - providing an explanation in writing
- The notification can be served by registered letter, courier, fax or e-mail, directly to the Athlete through a secure means or through a reliable intermediary (e.g. their National Federation, agent, coach, legal representative or parents, if the Athlete is a Minor).

- If the notice is sent by e-mail, read or delivery receipts should be used to avoid any misunderstanding on whether or not the Athlete actually received the notice sent to him/her.
- If the notification is sent to the National Federation, coach or legal representative, they should be asked to confirm that the Athlete has been duly informed of the content of the notification and of their rights
- Ensure that only Persons in your ADO with a need-to-know have access to the AAF case.
- The Doping Control form and Analytical Result Record must, at the minimum, be attached to the first notification letter.

4. Following up on the first notification

- B Sample analysis
 - B Sample analysis is a priority. Contact the Laboratory at the time of notification or immediately after to confirm one or more dates when the analysis can be scheduled.
 - Ensure that the Athlete has either expressly requested or expressly waived the right to their B Sample analysis. This issue should never be left unclear.
 - If the Athlete hasn't requested B analysis by the deadline designated, it is recommended to write to them a second time to confirm that in the absence of a request from them, your ADO considers that they have waived their right to the B Sample analysis.
 - If the Athlete has requested the analysis of their B Sample, confirm to them:
 - Where the Sample analysis will take place, with the full address and contact details of the Laboratory
 - The date(s) proposed by the Laboratory - another deadline shall be indicated to choose or confirm the date(s) proposed by the Laboratory;
 - Their right to attend the B Sample analysis or to be represented;
 - That an independent surrogate will be appointed to witness the opening of the B Sample if he cannot attend or if he cannot send a representative;
 - The financial conditions; and
 - His right to request the B Sample analysis Laboratory Documentation Package.
 - An Athlete who has requested the analysis of their B Sample may seek a postponement of the B analysis. Whilst such requests may be granted on reasonable and objective grounds (visa, long travel, expert's availability), they can be rejected should they be unjustified, unreasonable or should they result in delaying the B Sample analysis well beyond the initial deadline.
 - Irrespective of whether or not the Athlete has requested the B analysis, the results of the -analysis shall be communicated to the Athlete and/or their representative(s).

- Athletes' explanation
 - If the Athlete has provided an explanation within the designated time-line, immediately follow-up on any new issue raised in the explanation.
 - If the Athlete has not filed an explanation within the designated deadline, this should be acknowledged.
 - Extensions of the deadline to provide an explanation can be accepted, especially if the case is a complex one. However, this new deadline shall not apply to the deadline for requesting the B Sample analysis if the same deadline was initially granted.
 - Except in exceptional circumstances, no more than one explanation shall be accepted at this stage of the proceedings. The Athlete will have a further opportunity to file a full defense brief before the relevant hearing body at a later stage.

5. Formally charging the Athlete

- A formal notice of charge shall be sent to the Athlete in writing normally upon receipt of the B analysis results (if it has been conducted) and/or upon preliminary review of the Athlete's explanation and all evidence on file. As indicated above, this letter can be sent earlier and combined with the AAF notification after the initial review.
- This notice shall clearly identify the ADRV(s) the Athlete is considered to have committed, the applicable Consequences and the Athlete's right to a hearing and all related information.
- Before sending the notice of charge, systematically and carefully verify on ADAMS or any other reliable database, if the Athlete has committed any other ADRV(s) in the previous 10 years (statute of limitation).
- A Provisional Suspension can be imposed at this stage if it hasn't been imposed already.
- At this stage, the Athlete can be given the opportunity to admit the ADRV with all Consequences.

Review of Atypical Findings

An Atypical Finding (ATF) is a report from a Laboratory or other WADA-Approved Laboratory for the ABP that requires further investigation by the Results Management Authority (RMA) prior to the determination of an Anti-Doping Rule Violation (ADRV). It's an indication that the Laboratory has identified certain factors to do with an Athlete's Sample that, while not constituting an ADRV, merit further investigation.

As with an AAF, an initial review is required to determine if an applicable TUE has been granted or if any apparent departure from the ISTI or the ISL might have caused the ATF. For all ATFs, the IWRF will complete steps 1 and 2 of the Results Management procedure for AAFs as detailed above. If the review does not reveal an

applicable TUE or a departure from the applicable IS, the IWRFL will conduct a further investigation.

The precise nature of the investigation depends on the Prohibited Substance with which the ATF is associated. Annex C of the WADA Results Management, Hearings, and Decisions Guidelines detail specific steps and follow-up actions to be taken in response to ATFs for various substances. The IWRFL will follow the steps detailed in the Guidelines.

The IWRFL will not provide notice of an ATF to the Athlete until the investigation is completed, with the following exceptions:

- If the ATF concerns hCG, the Athlete is informed without delay, as the ATF may be connected with a serious health issue; or
- Analysis of the B Sample is required as part of the investigations.

In the following situations, the IWRFL can identify an Athlete after first providing them notice of the ATF:

- The IWRFL receives a request from MEO shortly before one of its International Events to disclose if any Athlete on the list provided by the MEO has a pending ATF.
- The IWRFL receives a request from a sport organization responsible for meeting an imminent deadline to select team members for an International Event, to disclose if any Athlete on the list provided by the sport organization has a pending ATF.

Once the investigation is completed, if none of the above-listed exceptions applies, and the ADO decides to bring the ATF forward as an ADRV, then the Athlete shall be notified as per an AAF.

Prohibited associations

When the IWRFL becomes aware of a potential case of Prohibited Association (Code Article 2.10), the following steps should be taken:

The IWRFL will advise the Athlete or other Person in writing of the disqualifying status of the Athlete Support Personnel (see Annex 2). The Athlete or other Person will be requested to provide detailed reasons within 14 days as to:

- Why the relevant Athlete Support Personnel is not disqualified, or
- Why they cannot reasonably avoid the association.

If the Athlete or other Person provides detailed reasons as described above, the IWRF will consider the basis for the claim and advise them within 7 days if they accept or reject that claim.

If the claim is accepted, the Notice will be withdrawn and no further action will be taken.

If the claim is rejected, the IWRF will provide a written explanation for this decision. The Athlete or other Person will be required to cease all association within 28 days of receipt of this explanation.

If the Athlete or other Person fails to cease all association, they will be charged with committing an ADRV contrary to Article 2.10.

Disclosure of decisions

All Anti-doping Rule Violations will be publicly reported by the IWRF. This report will as a minimum consist of placing a notice of the violation on the IWRF web site for a period of one month or for the duration of any period of ineligibility, whichever is longer.

This public reporting will take place no more than twenty days after a final decision as been made that an ADRV has taken place. This could be based on:

- A final appellate decision
- Waiving of the right to an appeal
- Waiving of the right to a hearing
- Admission of a charge
- Not otherwise challenging the assertion of an ADRV in a timely manner

If it is determined after hearing or appeal that an Athlete or other Person did not commit an anti-doping rule violation, the IWRF Anti-doping Manager will contact them in writing within seven days to request their consent to publicly disclose the decision, either in its entirety or in a redacted form. If a response is not received within fourteen days, the IWRF Anti-doping Manager will contact them a second time to request their consent.

If consent is given, the decision, with redactions if requested, will be disclosed by placing a notice on the IWRF web site for a period of at least one month.

Reviews and appeals

All decisions by the IWRF with regard to Anti-doping matters, with the exception of decisions by the IWRF TUEC to grant or deny a TUE, are subject to appeal in accordance with the IWRF Appeals Policy. All disputes with the respect to Anti-doping

matters should be addressed first through the Appeals Policy before being referred to WADA for review.

Decisions by the IWRFL TUEC to grant or deny a TUE are final and are not subject to the IWRFL Appeals Policy, as long as all the requirements of the IWRFL TUEs Manual and other relevant IWRFL Rules and Regulations have been followed.

Annex 1 - Definitions

ADAMS: The Anti-Doping Administration and Management System is a Web-based database management tool for data entry, storage, sharing, and reporting designed to assist stakeholders and WADA in their anti-doping operations in conjunction with data protection legislation.

Administration: Providing, supplying, supervising, facilitating, or otherwise participating in the Use or Attempted Use by another Person of a Prohibited Substance or Prohibited Method. However, this definition shall not include the actions of bona fide medical personnel involving a Prohibited Substance or Prohibited Method used for genuine and legal therapeutic purposes or other acceptable justification and shall not include actions involving Prohibited Substances which are not prohibited in Out-of-Competition Testing unless the circumstances as a whole demonstrate that such Prohibited Substances are not intended for genuine and legal therapeutic purposes or are intended to enhance sport performance.

Adverse Analytical Finding (AAF): A report from a WADA-accredited laboratory or other WADA-approved laboratory that, consistent with the International Standard for Laboratories and related Technical Documents, identifies in a Sample the presence of a Prohibited Substance or its Metabolites or Markers (including elevated quantities of endogenous substances) or evidence of the Use of a Prohibited Method.

Anti-Doping Organization (ADO): A Signatory that is responsible for adopting rules for initiating, implementing or enforcing any part of the Doping Control process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other Major Event Organizations that conduct Testing at their Events, WADA, International Federations, and National Anti-Doping Organizations.

Athlete Support Personnel: Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other Person working with, treating or assisting an Athlete participating in or preparing for sports Competition.

Athlete: Any Person who competes in sport at the international level (as defined by each International Federation) or the national level (as defined by each National Anti-Doping Organization). An Anti-Doping Organization has discretion to apply anti-doping rules to an Athlete who is neither an International-Level Athlete nor a National-Level Athlete, and thus to bring them within the definition of "Athlete." In relation to Athletes who are neither International-Level nor National-Level Athletes, an Anti-Doping Organization may elect to: conduct limited Testing or no Testing at all; analyze Samples for less than the full menu of Prohibited Substances; require limited or no whereabouts information; or not require advance TUEs. However, if an Article 2.1, 2.3 or 2.5 anti-doping rule violation is committed by any Athlete over whom an Anti-Doping Organization has authority who competes below the international or national level, then the Consequences set forth in the Code (except Article 14.3.2) must be applied. For purposes of Article 2.8 and Article 2.9 and for purposes of anti-

doping information and education, any Person who participates in sport under the authority of any Signatory, government, or other sports organization accepting the Code is an Athlete.

Attempt: Purposely engaging in conduct that constitutes a substantial step in a course of conduct planned to culminate in the commission of an anti-doping rule violation. Provided, however, there shall be no anti-doping rule violation based solely on an Attempt to commit a violation if the Person renounces the Attempt prior to it being discovered by a third party not involved in the Attempt.

Atypical Finding: A report from a WADA-accredited laboratory or other WADA-approved laboratory which requires further investigation as provided by the International Standard for Laboratories or related Technical Documents prior to the determination of an Adverse Analytical Finding.

CAS: The Court of Arbitration for Sport.

Code: The World Anti-Doping Code.

Competition: A single race, match, game or singular sport contest. For example, a basketball game or the finals of the Olympic 100-meter race in athletics. For stage races and other sport contests where prizes are awarded on a daily or other interim basis the distinction between a Competition and an Event will be as provided in the rules of the applicable International Federation.

Doping Control: All steps and processes from test distribution planning through to ultimate disposition of any appeal including all steps and processes in between such as provision of whereabouts information, Sample collection and handling, laboratory analysis, TUEs, results management and hearings.

Event: A series of individual Competitions conducted together under one ruling body (e.g., the Olympic Games, FINA World Championships, or Pan American Games).

In-Competition: Unless provided otherwise in the rules of an International Federation or the ruling body of the Event in question, “In-Competition” means the period commencing twelve hours before a Competition in which the Athlete is scheduled to participate through the end of such Competition and the Sample collection process related to such Competition.

International Event: An Event or Competition where the International Olympic Committee, the International Paralympic Committee, an International Federation, a Major Event Organization, or another international sport organization is the ruling body for the Event or appoints the technical officials for the Event.

International Standard (IS): A standard adopted by WADA in support of the Code. Compliance with an International Standard (as opposed to another alternative

standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the International Standard were performed properly. International Standards shall include any Technical Documents issued pursuant to the International Standard.

International-Level Athlete: Athletes who compete in sport at the international level, as defined by each International Federation, consistent with the International Standard for Testing and Investigations.

Laboratory(ies): (A) WADA-accredited laboratory(ies) applying test methods and processes to provide evidentiary data for the detection of Prohibited Substances, Methods or Markers on the Prohibited List and, if applicable, quantification of a Threshold Substance in Samples of urine and other biological matrices in the context of anti-doping activities.

Major Event Organizations (MEOs): The continental associations of National Olympic Committees and other international multisport organizations that function as the ruling body for any continental, regional or other International Event.

Major Event: A series of individual international Competitions conducted together under an international multi-sport organization functioning as a ruling body (e.g., the Olympic Games, Pan American Games) and for which a significant increase of resources and capacity, as determined by WADA, is required to conduct Doping Control for the Event.

Marker: A compound, group of compounds or biological variable(s) that indicates the Use of a Prohibited Substance or Prohibited Method.

Metabolite: Any substance produced by a biotransformation process.

Minor: A natural Person who has not reached the age of eighteen years.

National Anti-Doping Organization (NADO): The entity(ies) designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of Samples, the management of test results, and the conduct of hearings at the national level. If this designation has not been made by the competent public authority(ies), the entity shall be the country's National Olympic Committee or its designee.

National-Level Athlete: Athletes who compete in sport at the national level, as defined by each National Anti-Doping Organization, consistent with the International Standard for Testing and Investigations.

No Fault or Negligence: The Athlete or other Person's establishing that he or she did not know or suspect, and could not reasonably have known or suspected even with the exercise of utmost caution, that he or she had Used or been administered the

Prohibited Substance or Prohibited Method or otherwise violated an anti-doping rule. Except in the case of a Minor, for any violation of Article 2.1, the Athlete must also establish how the Prohibited Substance entered his or her system.

Out-of-Competition: Any period which is not In-Competition.

Person: A natural Person or an organization or other entity.

Personal Information: Information, including without limitation Sensitive Personal Information, relating to an identified or identifiable Participant or relating to other Persons whose information is Processed solely in the context of an Anti-Doping Organization's Anti-Doping Activities.

Possession: The actual, physical Possession, or the constructive Possession (which shall be found only if the Person has exclusive control or intends to exercise control over the Prohibited Substance or Prohibited Method or the premises in which a Prohibited Substance or Prohibited Method exists); provided, however, that if the Person does not have exclusive control over the Prohibited Substance or Prohibited Method or the premises in which a Prohibited Substance or Prohibited Method exists, constructive Possession shall only be found if the Person knew about the presence of the Prohibited Substance or Prohibited Method and intended to exercise control over it. Provided, however, there shall be no anti-doping rule violation based solely on Possession if, prior to receiving notification of any kind that the Person has committed an anti-doping rule violation, the Person has taken concrete action demonstrating that the Person never intended to have Possession and has renounced Possession by explicitly declaring it to an Anti-Doping Organization. Notwithstanding anything to the contrary in this definition, the purchase (including by any electronic or other means) of a Prohibited Substance or Prohibited Method constitutes Possession by the Person who makes the purchase.

Processing (and its cognates, Process and Processed): Collecting, retaining, storing, disclosing, transferring, transmitting, amending, deleting or otherwise making use of Personal Information.

Prohibited List: The List identifying the Prohibited Substances and Prohibited Methods.

Prohibited Method: Any method so described on the Prohibited List.

Prohibited Substance: Any substance, or class of substances, so described on the Prohibited List.

Registered Testing Pool (RTP): The pool of highest-priority Athletes established separately at the international level by International Federations and at the national level by National Anti-Doping Organizations, who are subject to focused In-Competition and Out-of-Competition Testing as part of that International Federation's

or National Anti-Doping Organization's test distribution plan and therefore are required to provide whereabouts information as provided in Article 5.6 and the International Standard for Testing and Investigations.

Results Management Authority (RMA): The organization that is responsible, in accordance with Code Article 7.1, for the management of the results of Testing (or other evidence of a potential anti-doping rule violation) and hearings, whether (1) an Anti-Doping Organization (for example, the International Olympic Committee or other Major Event Organization, WADA, an International Federation, or a National Anti-Doping Organization); or (2) another organization acting pursuant to the authority of and in accordance with the rules of the Anti-Doping Organization (for example, a National Federation that is a member of an International Federation). In respect of Whereabouts Failures, the Results Management Authority shall be as set out in Article I.5.1.

Sample or Specimen: Any biological material collected for the purposes of Doping Control.

Signatories: Those entities signing the Code and agreeing to comply with the Code, as provided in Article 23.

Test Distribution Plan: A document written by an Anti-Doping Organization that plans Testing on Athletes over whom it has Testing Authority, in accordance with the requirements of Article 4 of the International Standard for Testing and Investigations.

Testing Authority: The organization that has authorized a particular Sample collection, whether (1) an Anti-Doping Organization (for example, the International Olympic Committee or other Major Event Organization, WADA, an International Federation, or a National Anti-Doping Organization); or (2) another organization conducting Testing pursuant to the authority of and in accordance with the rules of the Anti-Doping Organization (for example, a National Federation that is a member of an International Federation).

Testing: The parts of the Doping Control process involving test distribution planning, Sample collection, Sample handling, and Sample transport to the laboratory.

Therapeutic Use Exemption Committee (TUEC): The panel established by an Anti-Doping Organization to consider applications for TUEs.

Therapeutic: Of or relating to the treatment of a medical condition by remedial agents or methods; or providing or assisting in a cure.

Third Party: Any natural Person or legal entity other than the natural Person to whom the relevant Personal Information relates, Anti-Doping Organizations and Third-Party Agents.

TUE: Therapeutic Use Exemption, as described in Article 4.4.

Use: The utilization, application, ingestion, injection or consumption by any means whatsoever of any Prohibited Substance or Prohibited Method.

WADA TUEC: The panel established by WADA to review the TUE decisions of other Anti-Doping Organizations.

WADA: The World Anti-Doping Agency.

Annex 2 - Letter Templates

Template A - AAF Notice of charge and Mandatory Provisional Suspension (Non-Specified Substances)

CONFIDENTIAL

[Athlete's name and address]

By courier and e-mail: [Athlete's e-mail address]

[Date]

Notice of Charge and Provisional Suspension under the IWRF Anti-Doping Rules

Dear [Athlete's name],

I am writing to give you formal notice that you are being charged with a violation of the IWRF Anti-Doping Rules. These are referred to as "the ADR" in this letter.

1. The Anti-Doping Rules

1.1 You are subject to and bound to comply with the ADR. Capitalized terms used but not defined in this letter are as defined in the ADR.

1.2 Pursuant to the ADR, IWRF is responsible for conducting the anti-doping disciplinary proceedings associated with this matter.

2. Facts

2.1 On [date of Sample collection], a Doping Control Officer ("DCO") collected a urine Sample from you. Assisted by the DCO, you split the Sample into two separate bottles, which were given reference numbers A [Sample code number] (the "A Sample") and B [Sample code number] (the "B Sample").

2.2 Both Samples were transported to the World Anti-Doping Agency ("WADA") - accredited Laboratory in [city], the [name of the Laboratory] (the "Laboratory"). The Laboratory analyzed the A Sample in accordance with the procedures set out in WADA's International Standard for Laboratories. Analysis of the A Sample returned an Adverse Analytical Finding ("AAF") for the following:

2.2.1 [name of the Prohibited Substance]

2.3 [name of the Prohibited Substance] is listed as an exogenous [name of the class of the Substance on the Prohibited List] under [numbering of the class of the Substance on the Prohibited List] of WADA's [year] Prohibited List.

2.4 According to our records, you do not have a Therapeutic Use Exemption (“TUE”) to justify the Presence of [name of the Prohibited Substance] in your system.

3. Charge

3.1 The AAF in your A Sample has been reviewed (in accordance with Article 7.2 ADR), and it has been determined that you have a case to answer for a violation of Article 2.1 ADR), namely the Presence of a Prohibited Substance or its Metabolites or Markers in an Athlete’s Sample.

3.2 You are hereby formally charged with the commission of an anti-doping rule violation (‘ADRV’) for the Presence of:

3.2.1 [name of the Prohibited Substance] in a Sample provided by you on [date of Sample collection] numbered A [Sample code number], in violation of Article 2.1 ADR.

4. Consequences

4.1 Our records indicate that this is your first ADRV, therefore you will be subject to the Consequences specified in the Article 10.2 ADR for a first offence, which means a period of Ineligibility of 4 years.

4.2 Pursuant to Article 10.2 ADR, IWRF will assert that the Consequences which should be imposed upon you should be a period of Ineligibility of 4 years.

4.3 Article 10.2 ADR explains that you may avoid the application of a period of Ineligibility of 4 years by establishing that the ADRV was not intentional. In such cases, a period of Ineligibility of 2 years will be imposed.

4.4 Any period of Ineligibility imposed may be:

4.4.1 Eliminated completely, if you can establish No Fault or Negligence pursuant to Article 10.4 ADR;

4.4.2 Reduced by up to a maximum of one half of the period of Ineligibility otherwise applicable, if you can establish No Significant Fault or Negligence pursuant to Article 10.5 ADR; or

4.4.3 Reduced to a minimum of two years, if you promptly admit the charge of committing an ADRV contrary to Article 2.1 ADR. Any such reduction shall be applied at our discretion (with WADA’s consent) and contingent on (a) your degree of Fault and (b) our assessment of the seriousness of your ADRV contrary to Article 2.1 ADR.

4.4.4 Partially suspended if you assist IWRF in uncovering and/or establishing an ADRV by another Athlete or Athlete Support Personnel pursuant to Article 10.6 ADR. Discretion exists under Article 10.6 ADR to suspend up to three-quarters of the period

of Ineligibility if you assist IWRF (or another ADO) in uncovering or establishing one or more ADRVs by another Athlete or Athlete Support Personnel.

5. Provisional Suspension

5.1 Subject to paragraph 5.2 below, from [time] on [deadline to submit explanations], and in accordance with Article 7.9 ADR, you are hereby provisionally suspended from participating in any IWRF-sanctioned Competition prior to the final decision being reached at a hearing of this matter. Your Provisional Suspension will extend to all Competitions, Events or other activities that are organized, convened, authorized or recognized by any other World Anti-Doping Code-compliant body.

5.2 You may avoid the application of this Provisional Suspension if you are able to provide IWRF with an adequate explanation for the AAF before [time of day] on [deadline to submit explanations]. Failure to do so will result in the Provisional Suspension becoming effective on the date and time given above.

5.3 If you do not provide an adequate explanation by this deadline and a Provisional Suspension is consequently imposed, Article 7.9 ADR stipulates that you will not have the right to apply to have that Provisional Suspension lifted prior to the full hearing of this matter.

6. What happens next

6.1 Your explanation:

6.1.1 If you want to avoid being provisionally suspended, you must provide an explanation for the AAF by [time] on [deadline to submit explanations]. You should also include if you admit or deny the charge. If you do not provide an adequate explanation in respect of the AAF the Provisional Suspension will come into automatic effect.

6.2 Admitting the charge:

6.2.1 If you admit the charge, you will be deemed to have accepted the accuracy of the AAF made in respect of the A Sample and to have waived your right to have the B Sample analyzed to confirm that finding (see paragraph 7 below as regards the B Sample).

6.2.2 If you admit the charge, you must accept the Consequences set out in paragraph 4.1.

6.3 Acceptance of the charge, but no agreement as to Consequences:

6.3.1 You have the right to accept the charge, but ask that the IWRF disciplinary panel determine what Consequences should be imposed upon you.

6.3.2 Any request must be made to the IWRF disciplinary panel, which can be contacted via [contact Person for ADO disciplinary panel] on [phone number] or by e-mail at [e-mail address]. You can of course contact IWRF also to ask that a hearing be convened.

6.4 Denial of the charge:

6.4.1 You have the right to deny the charge and to have the matter referred to the IWRF disciplinary panel which will determine the case at a hearing. It will be IWRF's burden to prove the charge against you to the comfortable satisfaction of the tribunal. If the IWRF is unable to discharge this burden, then the charge against you will be dismissed.

6.4.2 If the charge is upheld or you later admit the ADRV, an IWRF disciplinary panel will determine what Consequences should be imposed upon you.

6.4.3 If you deny the charge, you can request a full expedited hearing to be convened as soon as possible to resolve this matter. Any such request must be made to the IWRF disciplinary panel. Again, you can also contact the IWRF to ask that a hearing be convened.

6.5 Irregardless, you must provide a detailed response to this Notice of Charge by [deadline to respond to Notice of Charge]. If you fail to respond by this deadline, you will be deemed to have admitted the charge and accepted the Consequences outlined in paragraph 4.3 above.

7. Optional B Sample analysis

7.1 You have the right to have your B Sample analyzed to confirm (or otherwise) the AAF made in relation to your A Sample.

7.2 If you choose to have your B Sample analyzed, the analysis will take place at the Laboratory at a date and time to be advised. You are entitled to attend the opening and analysis of the B Sample, or the Laboratory will arrange for an independent third party to be present.

7.3 Alternatively, you may waive your right to a B Sample analysis. In those circumstances, you will be deemed to have accepted the A Sample result, but you may still challenge the matter at a hearing if you wish.

7.4 Please note that if you request the analysis of the B Sample and that analysis confirms the AAF made in relation to the A Sample, you will be required to pay the cost of that analysis, which is [cost of B Sample analysis, plus VAT if applicable]. If the B Sample analysis does not confirm the AAF, then you will not have to pay the costs of that analysis.

7.5 Please confirm as soon as possible if you would like to have your B Sample analyzed.

In accordance with the ADR, a copy of this letter is being sent to 1) [IWRF Member Contact Person], [IWRF Member Organization] and 2) WADA Results Management. Each is bound, in accordance with Article 14 ADR, to maintain confidentiality in this matter until the B Sample analysis has been concluded or until the B Sample analysis is waived.

Your identity may be publicly disclosed after receipt of this notice, but no earlier than the effective date and time of the Provisional Suspension outlined in paragraph 5 above.

Yours sincerely,

[Sender Signature]

cc: [NMO], WADA

Enclosures:

- IWRF Anti-doping rules;
- WADA [year] Prohibited List;
- Doping Control form dated [date];
- Analysis Results Record dated [date];
- Laboratory Documentation Package dated [date].

**Template B - AAF Notice of Charge with optional Provisional Suspension
(Specified Substances)**

CONFIDENTIAL

[Athlete's name and address]

By courier and e-mail: [Athlete's e-mail address]

[Date]

Notice of Charge and Provisional Suspension under the IWRW Anti-Doping Rules

Dear [Athlete's name],

I am writing to give you formal notice that you are being charged with a violation of the IWRW Anti-doping Rules, referred to as "the ADR" in this letter.

1. The Anti-Doping Rules
- 2.

1.1 You are subject to and bound to comply with the ADR. Capitalized terms used, but not defined in this letter, are as defined in the ADR.

1.2 Pursuant to the ADR, the IWRW is responsible for conducting the anti-doping disciplinary proceedings associated with this matter.

2. Facts

2.1 On [date of Sample collection], a Doping Control Officer ("DCO") collected a urine Sample from you. Assisted by the DCO, you split the Sample into two separate bottles, which were given reference numbers A [Sample code number] (the "A Sample") and B [Sample code number] (the "B Sample").

2.2 Both Samples were transported to the World Anti-Doping Agency ("WADA") - accredited Laboratory in [city], the [name of the Laboratory] (the "Laboratory"). The Laboratory analyzed the A Sample in accordance with the procedures set out in WADA's International Standard for Laboratories. Analysis of the A Sample returned an Adverse Analytical Finding ("AAF") for the following:

2.2.1 [name of the Prohibited Substance]

2.3 [name of the Prohibited Substance] is listed as an exogenous [name of the class of the Substance on the Prohibited List] under [numbering of the class of the Substance on the Prohibited List] of WADA's [year] Prohibited List.

2.4 According to our records, you do not have a Therapeutic Use Exemption ("TUE") to justify the presence of [name of the Prohibited Substance] in your system.

3. Charge

3.1 The AAF in your A Sample has been reviewed (in accordance with Article 7.2 ADR) and it has been determined that you have a case to answer for a violation of Article 2.1 ADR, namely the Presence of a Prohibited Substance or its Metabolites or Markers in an Athlete's Sample.

3.2 You are hereby formally charged with the commission of an anti-doping rule violation ('ADRV') for the Presence of:

3.2.1 [name of the Prohibited Substance] in a Sample provided by you on [date of Sample collection] numbered A [Sample code number], in violation of Article 2.1 ADR.

4. Consequences

4.1 Our records indicate that this is your first ADRV, therefore you will be subject to the Consequences specified in Article 10.2 ADR for a first offence, which means a period of Ineligibility of UP to 4 years.

4.2 Pursuant to Article 10.2 ADR, the IWRF will assert that the Consequences which should be imposed upon you should be a period of Ineligibility of UP to 4 years.

4.4 Article 10.2.1.2 ADR explains that a period of Ineligibility of 4 years will be imposed where the IWRF can establish that the ADRV was intentional. If the IWRF is unable to establish that the ADRV was intentional, a period of Ineligibility of 2 years will be imposed.

4.5 Any period of Ineligibility imposed may be:

4.5.1 Eliminated completely, if you can establish No Fault or Negligence pursuant to article 10.4 ADR;

4.5.2 Reduced down to a reprimand, depending on your degree of Fault, if you can establish No Significant Fault or Negligence pursuant to Article 10.5 ADR; or

4.5.3 Partially suspended if you assist the IWRF in uncovering and/or establishing an ADRV by another Athlete or Athlete Support Personnel pursuant to Article 10.6 ADR. Discretion exists under Article 10.6 ADR to suspend up to three-quarters of the period of Ineligibility if you assist the IWRF (or another ADO) in uncovering or establishing one or more ADRVs by another Athlete or Athlete Support Personnel.

5. Optional Provisional Suspension

5.1 Pursuant to Article 7.9 ADR, you are NOT provisionally suspended pending the resolution of your case and may continue to participate in Competitions, Events and

other activities organized, convened, authorized or recognized by other World Anti-Doping Code Signatories.

5.2 However, please note that based on Article 10.8 ADR, the competitive results you obtain from the date of your AAF through the commencement of any Provisional Suspension or period of Ineligibility will be Disqualified, unless fairness requires otherwise.

5.2 Article 7.9.5 ADR allows you to voluntarily accept a Provisional Suspension. If you elect to do so and thereafter respect this Provisional Suspension, you will receive a credit for such period of voluntary Provisional Suspension against any period of Ineligibility that may ultimately be imposed upon you. If you accept to do so, please complete the attached form and send it to the IWRP.

6. What happens next

6.1 Your explanation:

6.1.1 If you want to avoid being provisionally suspended, you must provide an explanation for the AAF by [time] on [deadline to submit explanations]. You should also include if you admit or deny the charge. If you do not provide an adequate explanation regarding the AAF, the Provisional Suspension will come into automatic effect.

6.2 Admitting the charge:

6.2.1 If you admit the charge, you will be deemed to have accepted the accuracy of the AAF made in respect of the A Sample, and to have waived your right to have the B Sample analyzed to confirm that finding (see paragraph 7 below as regards the B Sample).

6.2.2 If you admit the charge you must accept the Consequences set out in paragraph 4.1.

6.3 Acceptance of the charge but no agreement as to Consequences:

6.3.1 You have the right to accept the charge, but ask that the IWRP disciplinary panel determine what Consequences should be imposed upon you.

6.3.2 Any request must be made to the IWRP disciplinary panel which can be contacted via [contact Person for ADO disciplinary panel] on [phone number] or by e-mail at [e-mail address]. You can, of course, contact the IWRP also to ask that a hearing be convened.

6.4 Denial of the charge:

6.4.1 You have the right to deny the charge and to have the matter referred to an IWRFL disciplinary panel, which will determine the case at a hearing. It will be the IWRFL's burden to prove the charge against you to the comfortable satisfaction of the tribunal. If the IWRFL is unable to discharge this burden, then the charge against you will be dismissed.

6.4.2 If the charge is upheld or you later admit the ADRV, the IWRFL disciplinary panel will determine what Consequences should be imposed upon you.

6.4.3 If you deny the charge, you can request a full expedited hearing, which will be convened as soon as possible to resolve this matter. Any such request must be made to the IWRFL disciplinary panel. Again, you can also contact the IWRFL to ask that a hearing be convened.

6.5 Irregardless, you must provide a detailed response to this Notice of Charge by [deadline to respond to Notice of Charge]. If you fail to respond by this deadline, you will be deemed to have admitted the charge and accepted the Consequences outlined in paragraph 4.3 above.

7. Optional B Sample analysis

7.1 You have the right to have your B Sample analyzed to confirm (or otherwise) the AAF made in relation to your A Sample.

7.2 If you choose to have your B Sample analyzed, the analysis will take place at the Laboratory at a date and time to be advised. You are entitled to attend the opening and analysis of the B Sample, or the Laboratory will arrange for an independent third party to be present.

7.3 Alternatively, you may waive your right to analysis of your B Sample. In those circumstances, you will be deemed to have accepted the A Sample result, but you may still challenge the matter at a hearing if you wish.

7.4 Please note that if you request the analysis of the B Sample and that analysis confirms the AAF made in relation to the A Sample, you will be required to pay the cost of that analysis, which is [cost of B Sample analysis, plus VAT if applicable]. If the B Sample analysis does not confirm the AAF, then you will not have to pay the costs of that analysis.

7.5 Please confirm as soon as possible if you would like to have your B Sample analyzed.

In accordance with the ADR, a copy of this letter is being sent to 1) [IWRFL Member Contact Person], [IWRFL Member Organization], and 2) WADA Results Management. Each is bound, in accordance with Article 14 ADR to maintain confidentiality in this

matter until the B Sample analysis has been concluded or until the B Sample analysis is waived.

Your identity may be publicly disclosed after receipt of this notice but no earlier than the effective date and time of the Provisional Suspension outlined in paragraph 5 above.

Yours sincerely,

[Sender Signature]

cc: [NMO], WADA

Enclosures:

- IWRP Anti-doping rules;
- WADA [year] Prohibited List;
- Doping Control form dated [date];
- Analysis Results Record dated [date];
- Laboratory Documentation Package dated [date].

Template C - Acceptance of Provisional Suspension

I, [Athlete's name], (born [date of birth]), accept Provisional Suspension as a result of the Laboratory finding reported to me on [date of AAF notification] in my urine Sample N° [Sample number] collected [In-Competition / Out-of-Competition] on [date of Sample collection] in the framework of the IWRFL Anti-Doping Program.

I understand and accept that I will not be able to compete in any Competition under the jurisdiction of the IWRFL and its Member Federations pending the final resolution of my case.

I understand that the period of the Provisional Suspension, beginning on the date the IWRFL is notified of the present acceptance, will be deducted from any period of Ineligibility that I might ultimately receive in my case.

I understand and accept that the IWRFL will communicate my acceptance of Provisional Suspension to the [NMO], and the World Anti-Doping Agency.

I understand and accept that my acceptance of the Provisional Suspension is purely voluntary and optional. I understand that I am entitled to proceed with my case, to a hearing if necessary, regardless of whether I accept this Provisional Suspension.

I understand and accept that I may serve this Provisional Suspension, and it may ultimately be determined by the relevant Panel that no doping offence has occurred.

I understand and accept that I am still subject to Testing pending the outcome of this matter.

Signature of Athlete

Date

Printed Name of Athlete

Template D - Prohibited Association (first letter)

CONFIDENTIAL

[Athlete's name and address]

By courier and e-mail: [Athlete's e-mail address]

[date]

Article 2.10 Notice under the IWRF Anti-Doping Rules

This is an Article 2.10 Notice letter and requires your immediate attention.

Dear [Athlete's name]

This Article 2.10 Notice concerns your obligations pursuant to Article 2.10 of the IWRF Anti-Doping Rules. These Rules are referred to as "the ADR" in this letter.

1. The Anti-Doping Rules

1.1 You are subject to and bound to comply with the ADR. Capitalized terms used, but not defined in this letter, are as defined in the ADR.

1.2 Article 2.10 of the ADR provides that the following conduct will constitute an Anti-Doping Rule Violation ("ADRV"):

2.10 Prohibited Association - Association by an Athlete or other Person subject to the authority of an Anti-Doping Organization ("ADO") in a professional or sport-related capacity with any Athlete Support Person who:

2.10.1 If subject to the authority of an ADO, is serving a period of Ineligibility; or

2.10.2 If not subject to the authority of an ADO, and where Ineligibility has not been addressed in a Results Management process pursuant to the World Anti-Doping Code ("Code"), has been convicted or found in a criminal, disciplinary or professional proceeding to have engaged in conduct which would have constituted a violation of the ADR if Code-compliant rules had been applicable to such Person. The disqualifying status of such Person shall be in force for the longer of 6 years from the criminal, professional or disciplinary decision or the duration of the criminal, disciplinary or professional sanction imposed; or

2.10.3 Is serving as a front or intermediary for an individual described in Article 2.10.1 or 2.10.2.

For ease of reference, we refer in this letter to any Person who falls within one of the descriptions contained in Articles 2.10.1, 2.10.2 or 2.10.3 as a “Disqualified Person.” Article 2.10 makes “associating” with a “Disqualified Person” an ADRV.

The reason we are writing to you is that we have reason to believe that you are associating, and/or have been associating with, a Disqualified Person. This letter explains why we believe this to be the case and what action we require from you.

2. The Disqualified Person

The Disqualified Person with respect to whom we are providing you with notice is [Name]. We explain below why we believe that [Name] is a Disqualified Person.

[The letter should explain why it is believed that [Name] is a Disqualified Person. If the Disqualified Person is such because they fall within Article 2.10.1 - that is, that they are serving a doping ban - that will be straightforward to substantiate. It is expected that most cases will be of this nature.]

If the Disqualified Person falls within Article 2.10.2, the letter will need to:

(a) describe in reasonable detail the criminal, disciplinary or professional proceeding that it is said would have constituted a violation of the ADR if Code-compliant rules had been applicable to the Disqualified Person, including the date of the relevant “finding” from those proceedings and wherever possible, a copy of the relevant notice of decision/conviction record/other official document; and

(b) explain how this conduct would have constituted a violation of the ADR if Code-compliant rules had been applicable to the Disqualified Person.

If Article 2.10.3 is being relied upon, there will be at least two Disqualified Persons. The first Disqualified Person will be the “front or intermediary,” and the second will be the Disqualified Person for whom the first Disqualified Person is acting as a “front or intermediary.” The letter will need to explain the basis upon which both Persons are considered to be Disqualified Persons.]

We will be writing separately to [Name] to notify him/her that we have sent you this Article 2.10 Notice. This letter will provide [Name] with an opportunity to dispute our assertion that they are a Disqualified Person. We refer to this further below in the section “Next Steps.”

3. Association

The Comment to Code Article 2.10 gives the following examples of “association”: “obtaining training, strategy, technique, nutrition or medical advice; obtaining therapy, treatment or prescriptions; providing any bodily products for analysis; or allowing [an] Athlete Support Person to serve as an agent or representative.” The

Comment also says, “prohibited association need not involve any form of compensation.”

We believe you have been “associating” with [Name]. We base this belief on the following.

[The letter should explain in reasonable detail the basis for the belief that [Athlete] has been associating with [Name]. The evidence may be a combination of witness evidence, open source information such as news reports, press articles and the like. The evidence must support a strong case that both the “association” is taking place, and the nature of the association falls within Code Article 2.10. This must be capable of being shown to meet a “comfortable satisfaction” standard. If so, the Athlete must show that the association is not in a “professional or sporting capacity.” The Athlete need only show this on a “balance of probabilities” standard.]

You are required, pursuant to the ADR, to stop associating with [Name]. We expand on this below.

4. Next Steps

We require you to do the following:

- (a) If you dispute our claim that [Name] is a Disqualified Person, either you or [Name] must explain why. If you believe that [Name] is not a Disqualified Person, please let us know - with detailed reasons - within 14 days of the date of this letter.
- (b) We will endeavor to bring this letter to [Name]’s attention. However, we suggest that you provide a copy of this letter to [Name]. If [Name] disputes that they are a Disqualified Person, they can contact us directly. They must do so within 15 days of becoming aware of this letter.
- (c) Article 2.10 provides that you will not commit any ADRV in connection with your association with [Name], if you can show that you cannot “reasonably avoid” associating with [Name]. The onus is on you to show this. If you believe that you cannot reasonably avoid associating with [Name], please let us know - with detailed reasons - within 14 days of the date of this letter.
- (d) If you claim that [Name] is not a Disqualified Person and/or you are unable to reasonably avoid associating with [Name] within the time frames stipulated, we will consider the basis for your claim and advise you within 7 days if we accept or reject that claim. If we accept the claim, this Article 2.10 Notice will be withdrawn. If we reject the claim, we will explain why, and paragraph (f) below will apply. If we reject the claim, that does not mean that you are precluded from relying on it on any subsequent disciplinary proceedings that we may bring against you.

(e) If you do not claim that [Name] is not a Disqualified Person and/or you are unable to reasonably avoid associating with [Name], we require you to cease all association with [Name] within 28 days of receipt of this letter.

(f) If you claim that [Name] is not a Disqualified Person and/or you are unable to reasonably avoid associating with [Name], but we reject the claim, we will require you to cease all association with [Name] within 28 days of the notification of the rejection.

5. Anti-Doping Rule Violation

If you fail to cease all association with [Name] within the timeframes stipulated in Paragraph 4(e) or (f) above, this matter may result in disciplinary proceedings being brought against you. In particular, you may be charged with committing an ADRV contrary to Article 2.10. The sanction provided for in the ADR in respect of such a violation is a period of Ineligibility from sport of between 1 and 2 years.

I look forward to hearing from you as soon as possible.

Yours sincerely,

[Sender Signature]

Template E - Authority for Testing - Out of Competition

[Date]

[ADO Name]

[Address]

Out of Competition Testing Authority

As part of its antidoping program, the IWRF conducts a program of out of competition testing.

The IWRF authorizes [ADO Name] to collect anti-doping samples from wheelchair rugby athletes under IWRF jurisdiction as part of this testing program.

The results management authority for this testing will be the IWRF. Doping control forms, results, and all other pertinent documentation should be sent to the IWRF at the following address:

IWRF

[Mail and Email address]

Please review the attached IWRF Antidoping Manual for details on the requirements for testing under IWRF Antidoping Rules. Note in particular that all wheelchair rugby athletes under IWRF jurisdiction are athletes with a disability. Please ensure that your sample collection procedures take this into consideration.

Please note also the requirements detailed in the 'Reasonable Attempts to Test' section.

If you have any other questions or need any other information, please do not hesitate to contact me.

Best regards,

[Sender Signature]

Enclosures:

- IWRF Anti-doping Manual

Template F - Authority for Testing - In competition

[Date]

[ADO Name]

[Address]

In Competition Testing Authority - [Event Name]

[Event Name] will be held in [City], [Country], from [Date] to [Date]. This event will be sanctioned by the International Wheelchair Rugby Federation (IWRF) and is being organized by [LOC Name] (the LOC). Under the terms of the event contract, the LOC is responsible to ensure doping control is conducted at this event.

IWRF authorizes [ADO Name] to collect anti-doping samples at this event. The results management authority will be the IWRF. Doping control forms, results, and all other pertinent documentation should be sent to the IWRF at the following address:

IWRF

[Mail and Email address]

Please review the attached IWRF Antidoping Manual for details on the requirements for testing under the IWRF Antidoping Rules. Note in particular that all wheelchair rugby athletes under IWRF jurisdiction are athletes with a disability. Please ensure that your sample collection procedures take this into consideration.

The IWRF Technical Delegate at the event will be [TD Name]. They will be on site in Gangneung to act as your liaison to the IWRF during this event. If you have any other questions or need any other information, please do not hesitate to contact me.

Best regards,

[Sender Signature]

cc: [Event LOC]

Enclosures:

- IWRF Anti-doping Manual