



# **INTERNATIONAL TAEKWON-DO FEDERATION POLICY FOR GATHERING ANTI-DOPING INTELLIGENCE**



## **INTERNATIONAL TAEKWON-DO FEDERATION**

### **Introduction and Scope**

This policy describes the International Taekwon-Do Federation's procedures for gathering and assessing information and intelligence in accordance with Articles 11 of the International Standard for Testing and Investigations (ISTI).

### **Responsibilities**

International Taekwon-Do Federation's Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson is responsible for the implementation and follow-up of this policy and subsequent procedures.

### **International Taekwon-Do Federation's policy for handling anti-doping intelligence**

#### **1. Security and Confidentiality**

International Taekwon-Do Federation's Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson is bound by a confidentiality agreement in relation to their responsibilities under this policy and ensures that all intelligence received is kept confidential.

Any disclosure to other International Taekwon-Do Federation's staff and officers shall be on a strict need-to-know basis only and any person who receives such information shall maintain its strict confidentiality.

#### **2. Storage of information**

International Taekwon-Do Federation's Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson shall ensure that the collected information and International Taekwon-Do Federation's operational data are handled securely and separately from any other International Taekwon-Do Federation's department or databases, through the following appropriate means:

- Encrypted / password protected databases, spreadsheets or forms;
- Locked storage room or cabinet, safe box. Specifically, all physical evidence (e.g. documents, photos, products, discarded medical equipment, etc.) will be identified, assessed, recorded and digitally recorded.

#### **3. Protection of the sources of intelligence**

Within the International Taekwon-Do Federation's scope, the Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson shall 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.



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## **4. Risk of leaks or inadvertent disclosure**

In accordance with point 1. above, Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson ensures the minimisation of the risk of leaks and inadvertent disclosure of intelligence captured. However, should this occur, Anti-Doping Committee Chairperson / Anti-Doping Disciplinary Tribunal Chairperson shall promptly evaluate the nature of the leak disclosure, the possible negative consequences, and take remediation measures as appropriate.

The International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson shall keep a record of the facts relating to the leak or disclosure, its effects and remedial actions taken.

In the event that case documents are leaked, a further internal audit or investigation led by Anti-Doping Committee Chairperson / Anti-Doping Disciplinary Tribunal Chairperson will be conducted to determine the risks and to assess any measures and lesson learnt that could be taken to reduce those risks.

## **5. Shared information**

Where intelligence is shared with International Taekwon-Do Federation by other parties such as health, law enforcement agencies, sports organisation, other Anti-Doping Organisations, etc., the Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson will confirm in writing to such other parties that all intelligence received is processed, used and disclosed according to the procedures set out in points 1, 2 and 3, and only for legitimate anti-doping purposes.

Where intelligence is shared by International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson with other parties, International Taekwon-Do Federation will require the same written confirmation from such other parties.

International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson will obtain a signed cooperation agreement with those parties involved.

The International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson will use secure communication tools when transferring any confidential information to external parties.

## **6. Gathering, assessment and use of anti-doping information (intelligence)**

### **Information sources and whistleblowers reporting tools**

Listed below are the various sources available depending on the specific nature and priorities of the International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson will use:



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Internal or “closed” sources (where access is restricted) include: ADAMS, Athlete Passport Management Unit (APMU), other ADOs, WADA, laboratories, law enforcement, health agencies, sample collections agencies’ Doping Control Officers (DCO), chaperones, ITF tournament video evidence, whistleblowers reports (e.g., confidential reporting by Athletes or Athlete Support Personnel), International Taekwon-Do Federation’s Medical/Anti-Doping officers, Code “Substantial Assistance” provision, etc.

External or “open’ sources (publicly available information) include: Internet, traditional and social media, research and academic publications, sports news and forums, etc.

A dedicated e-mail address:- [anti-doping-speak-up@itfhq.org](mailto:anti-doping-speak-up@itfhq.org) on the International Taekwon-Do Federation’s website specific Anti-Doping platform.

## 1. Collation and assessment

International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson first evaluates the reliability of the source, then assesses the accuracy of the information itself.

## 2. Processing and outcomes

Taking into account the evaluation and assessment above, and other relevant factors indicating potential risks of doping, such as those identified in the International Taekwon-Do Federation’s risk assessment, The International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson determines follow-up action(s) such as:

- conducting target testing,
- conducting further investigation on a particular case,
- establishing trends or patterns for reviewing the Test Distribution Plan, and/or,
- creating files to be referred to for future investigations.

Where appropriate, sharing information with other parties such as law enforcement or other ADOs with jurisdiction can be considered, with International Taekwon-Do Federation Anti-Doping Committee Chairperson and Anti-Doping Disciplinary Tribunal Chairperson ensuring that at least the similar requirements as per point 4 “Shared Information” above are fulfilled by the other party.