

# INTERNATIONAL TAEKWON-DO FEDERATION

Vienna, Austria



## ANTI DOPING GUIDELINES

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1	14 <sup>th</sup> July 2023	Hwang Kum Chol	Derrick Chan	ITF HQ

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## 1. ACRONYMS

Abbreviation	Definition
ADAMS	WADA's Anti-Doping Administration and Management System. ADAMS is a website located at <a href="http://adams.wada-ama.org">adams.wada-ama.org</a> . It is used by most athletes in RTPs to enter their whereabouts information.
AAF	Adverse Analytical Finding. A laboratory finding identifying the presence of a prohibited substance or evidence of the use of a prohibited method in a sample.
AD	Anti-Doping
ADC	Anti-Doping Committee
ADEL	Anti-Doping Education and Learning
ADO	Anti-Doping Organisation. An organisation that is responsible for adopting rules for initiating, implementing, or enforcing any part of the doping control process. Examples include the International Olympic Committee, the International Paralympic Committee, Major Event Organisations that conduct testing at their events, WADA, International Federations, National Anti-Doping Organisations, and Regional Anti-Doping Organisations.
ADR	Anti-Doping Rules
ADRV	Anti-Doping Rule Violation
APMU	Athlete Passport Management Unit
CAP	Corrective Action Plan. It is made by a signatory and provides comments as necessary to ensure that it is fit for purpose.
CAR	Corrective Action Report. It sets out which corrective actions are required and specifies the timeframes for their completion. It may also include recommendations as to best practice and may refer where appropriate to resources and materials posted on WADA's website that may assist the Signatory in responding to the report and strengthening its Anti-Doping Program.
Code	The World Anti-Doping Code, the document that harmonizes regulations regarding anti-doping across all sports and all countries of the world. It provides the framework for anti-doping programs and activities for sport organisations and public authorities so that all athletes have the benefit of the same anti-doping policies and procedures, no matter the sport, the nationality or the country where tested
CRC	Compliance Review Committee. WADA established in 2015 a Compliance Review Committee (CRC) to monitor ADOs' compliance with the 2015 World Anti-Doping Code (Code). This independent, non-political body provides advice, guidance and recommendations to WADA's Executive Committee on compliance matters. The Committee is composed of compliance specialists from non-sporting industries, as well as representatives of athletes, governments and sport.
DCO	Doping Control Officer. An accredited individual responsible for anti-doping measures, including testing.
IC	In-Competition
ILA	International Level Athlete
IS	International Standard
ISCCS	International Standard for Code Compliance by Signatories
ISE	International Standard for Education
ISPPPI	International Standard for protection of Privacy and Personal information
ISTI	International Standard for Testing and Investigations
ISRM	International Standard for Results Management
ISTUE	International Standard for Therapeutic Use Exemption
ISL	International Standard for Laboratories
Lab	Laboratory

NADO	NADO: National Anti-Doping Organisation. The organisation responsible for initiation, implementing, and enforcing the doping control process on the national level.
NGB	National Governing Body
NLA	National Level Athlete
OOC	Out-of-Competition
PI	Personal Information
RMA	Results Management Authority
SCA	Sample collection authority
TA: Testing Authority	TA: Testing Authority
TDP	Test Distribution Plan
TDSSA	Technical Document for Sport Specific Analysis
TP	Testing Pool
TUE	Therapeutic Use Exemption. A TUE allows you to use prohibited substances or methods to treat a medical condition. It doesn't allow you to exceed anormal dose. If the dosage is found to be too high, it's an adverse analytical finding (AAF) and could mean sanctions.
TUEC	Therapeutic Use Exemption Committee
WADA	The World Anti-Doping Agency. WADA is the international independent organisation created in 1999 to promote, coordinate, and monitor the fight against doping in sport in all its forms. WADA is composed and funded equally by the sports movement and governments of the world.

## 2. INTRODUCTION

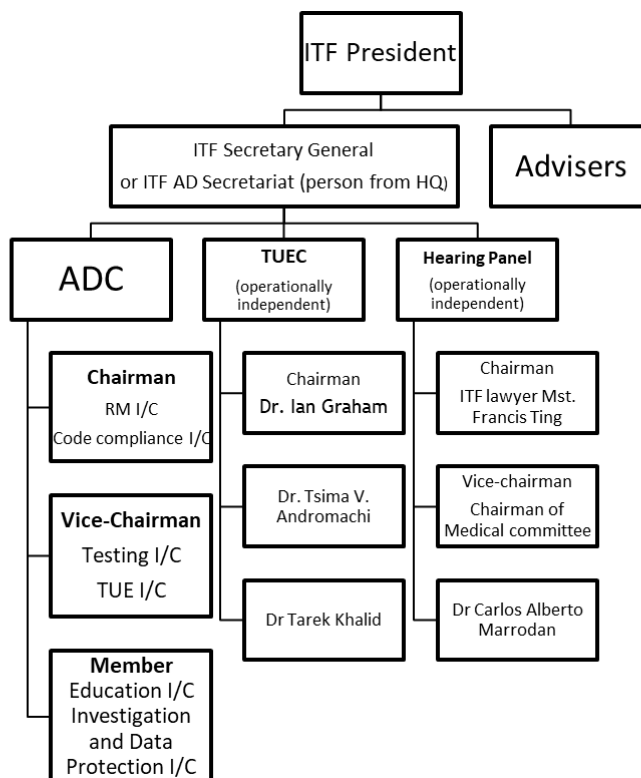
These Anti-Doping Guidelines are adopted and implemented in conformance with ITF ADRs and are in furtherance of ITF's continuing efforts to eradicate doping in the sport of ITF Taekwon-Do.

These Guidelines aimed at improving anti-doping activities in the sport of ITF Taekwon-Do in a harmonized manner.

## 3. SCOPE

These Guidelines shall apply to ITF, each NGB of ITF, and each Participant in the activities of ITF or any of NGBs by virtue of the Participant's membership, accreditation, or participation in ITF, its NGBs, or their activities or Events.

## 4. ORGANISATION CHART OF ITF ANTI DOPING



## 5. ANTI-DOPING WORK OF ITF IN PRACTICE

### 5.1 Education

- ITF shall plan, implement, evaluate and promote Education in line with the requirements of Article 18.2 of the Code and the International Standard for Education;
- ITF should support the principle that an athlete's first experience with anti-doping should be through education rather than doping control;
- Planning an Education program;
- Developing an Education plan;
- ITF shall develop an Education plan as required in the ISE and make the plans available to other Signatories upon request in order to avoid duplication of efforts where possible and to support the recognition process outlined in the ISE.

### 5.2 Establishing an Education pool

ITF shall list all potential target groups such as Athletes and Athlete Support Personnel primarily for their Education Program.

After every Taekwon-Do World Championships, ITF shall In line with the ITF ADRs, ILA shall be considered to be :

- Athletes included in the ITF Testing Pool, from other events established by ITF;
- ITF World Championship participants; and
- Continental Championship participants.

ITF shall, within their means, ensure that Athlete Support Personnel have access to the information required to understand their roles and responsibilities and positively influence their Athletes.

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### **5.3 Implementing Education program**

ITF's Education program shall include the following awareness, information, values-based Education components which shall at a minimum be available on a ITF website.

- Principles and values associated with clean sport;
- Athletes', Athlete Support Personnel's and other groups 'rights and responsibilities under the Code;
- The principle of Strict Liability;
- Consequences of doping, for example, physical and mental health, social and economic effects, and sanctions;
- ADRVs;
- Substances and Methods on the Prohibited List;
- Risks of supplement use;
- Use of medications and Therapeutic Use Exemptions;
- Testing procedures, including urine, and the Athlete Biological Passport;
- Requirements of Testing Pool, and the use of ADAMS/ADEL;
- Speaking up to share concerns about doping.

ITF shall select appropriate Education activities to achieve the objectives of the Education Plan. Delivery methods may include face-to-face sessions, e-Learning, brochures, outreach booths, websites, etc., as described in the Guidelines for Education.

ADEL which was mandatory from 2019 shall be prioritised. Athletes and their Athlete Support Personnel participating at International Events should receive Education in advance of the Event.

ITF, its continental federation and NGBs shall assign Educators who will be responsible for delivering face-to-face Education. Educators should be competent in Values-Based Education and on all topics outlined in Code Article 18.2, the ISE and the Guidelines for Education.

### **5.4 Evaluating Education program**

ITF shall evaluate their Education Program annually. The evaluation should inform the following year's Education Plan. The evaluation report shall be provided to WADA upon request with an overview/summary in English.

The evaluation shall be based on all available information and data related to the specific objectives in the Education Plan and determined to what extent these objectives have been met. Contract Documents;

## **6. TESTING AND INVESTIGATION**

ITF shall have In-Competition and Other events In-Competition Testing authority (therefore ITF is a Testing Authority according to the Code article 5.2.2) over all Athletes who are subject to its rules, including those who participate in ITF-sanctioned events or who are members or license-holders of ITF or its NGBs.

### **6.1 Risk assessment and test distribution planning**

ITF is required to plan and implement intelligent Testing on Athletes over whom it has authority which is proportionate to the risk of doping, and that is effective to detect and to deter such practices.

ITF shall document its Risk Assessment and Test Distribution Plan and shall provide that Risk Assessment and Test Distribution Plan to WADA where requested.

ITF shall monitor, evaluate and update its Risk Assessment and Test Distribution Plan during the year/cycle in light of changing circumstances and implementing the Test Distribution Plan.



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## 6.2 Establishing Other pools)

After every Taekwon-Do World Championships:

This may include, but not be limited to:

- Establishing Other TP is an ongoing process, not a static one;
- Coordinating with other ADOs in relation to sample collection;
- ITF shall coordinate their Testing efforts with the other ADO with overlapping Testing Authority, in order to maximize the effectiveness of those combined efforts, to avoid unnecessarily repetitive Testing of Athletes and to ensure Athletes competing at International Events are suitably tested in advance.

ITF may contract other ADOs or Delegated Third Parties to act as a Doping Control Coordinator or Sample Collection Authority on their behalf. In the terms of the contract, If which, for these purposes, is the Testing Authority may specify how any discretion afforded to a Sample Collection Authority under the ISTI is to be exercised by the Sample Collection Authority when collecting Samples on its behalf for:

- Analysis and retention of samples and further analysis;
- ITF shall analyse all samples collected using WADA-accredited or WADA-approved laboratory in accordance with the Code article 6.1.

For purposes of directly establishing an AAF under the Code article 2.1 (the presence of prohibited substance in a sample), samples shall be analysed only in WADA-accredited laboratories or otherwise approved by WADA. The choice of the WADA-accredited or WADA-approved laboratory used for the sample analysis shall be determined exclusively by the ADO responsible for results management.

## 6.3 Policy on Retention of Samples and Further Analysis

In order to comply with the article 4.7.3 of the ISTI, ITF made "Policy on Retention of Samples and Further Analysis "in Sep 2020, and this policy took effect from 2021.

## 6.4 Analysis by an ADO

The WADA Code Article 6.5 makes clear that any Sample may be subject to further (additional) analysis by an ADO.

To this effect the ITF shall maintain records of all the analysis that will have been conducted on all the Samples. This will allow ITF the opportunity, through new intelligence or available analytical methods (or other information) to undertake further analysis of Samples for substances or methods not previously analysed for. It is therefore important to determine how long Samples can be retained to enable such analysis at a later date, as per WADA Code Article 6.5. ITF will also incorporate this into the Test Distribution Plan.

## 6.5 Retention of Samples

The International Standards for Laboratories (ISL) requires that Laboratories retain Samples for no less than three months following analysis. However, the ITF, in consultation with the Laboratory and/or under its own discretion, may provide for longer retention of samples beyond the three months under the following considerations:

- Laboratory recommendations: for example, an 'A' Sample deemed suspicious by the Laboratory while not having met adverse or atypical criteria will be evaluated to determine the need to store the sample for a longer period of time;
- Athlete Passport Management Unit (APMU) / Expert recommendations based on Athlete Biological Passport (ABP) profiles;
- New detection methods to be introduced in the near future relevant to the Athlete, sport and/or discipline;

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- Samples collected from Athletes, including those in the Registered Testing Pool, meeting some or all of the “high risk” criteria set out at ISTI Article 4.5 and ITF’s risk assessment;
  - New intelligence regarding doping strategies that may be applicable to specific Athletes and/or Sports.
  - Any other information relevant for ITF to consider.

## **6.6 Other Considerations**

The above considerations will be weighed against ITF’s ability to bear the cost of storing Samples and costs for potential further analysis, and the relative benefits of collecting and analysing more Samples at the time.

## **7. INTELLIGENCE GATHERING AND INVESTIGATIONS**

ITF shall have the capability to conduct, and shall conduct, investigations and gather intelligence as required by the International Standard for Testing and Investigations.

In order to comply with the article 11 and 12 of ISTI, ITF made “Policy for Gathering of Anti-Doping Intelligence” in Sep 2020, and this policy took effect from 2021.

### **7.1 Policy for Gathering of Anti-Doping Intelligence**

The purpose of this policy is to describe the procedures of ITF to ensure gathering, assessment and use of intelligence in accordance with Article 11 of the ISTI.

The ITF ADC is responsible for the implementation and follow-up of this policy and subsequent procedures.

### **7.2 Security and Confidentiality**

ITF ensures that all intelligence received is kept confidential.

Any disclosure to other ITF’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. Such information is handled securely through the following appropriate means:

- Encrypted / password protected databases, spreadsheets or forms, links analysis software, specific IT equipment; and/or;
- Locked storage room or cabinet, safe box;
- Protection of the Sources of Intelligence.

ITF ensures 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 or signed confidentiality agreements.

### **7.3 Risks of Leaks or Inadvertent Disclosure**

ITF shall ensure the minimization of the risk of leaks and inadvertent disclosure of intelligence captured.

However, should this occur, ITF shall promptly evaluate the nature of the leak disclosure, the possible negative consequences, and take remediation measures as appropriate.

### **7.4 Shared Information**

Where intelligence is shared with ITF by other parties such as health, law enforcement agencies, sports organisation, other ADOs, health services or other organisations, ADC will confirm in writing to such other parties that all intelligence received is processed, used and disclosed according to the procedures set out in this Policy and only for legitimate anti-doping purposes.

Where intelligence is shared by ITF with other parties, ITF will require the same written confirmation from such other parties.

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## 7.5 Information Sources and Whistleblower Reporting Tools

Sources of information may be from Internal or “closed” sources (where access is restricted), such as:

- ADAMS;
- Athlete Passport Management Unit (“APMU”);
- other ADOs;
- laboratories, law enforcement or health agencies;
- sample collections agencies’ Doping Control Officers (“DCO”);
- chaperones, whistleblowers reports (e.g., confidential reporting by Athletes or Athlete Support Personnel);
- ITF’s Medical/Anti-Doping officers;
- Code “Substantial Assistance” provision, etc.

External or “open’ sources (publicly available information):

- Internet;
- traditional and social media;
- research and academic publications;
- sports news and forums, etc.

In addition to the sources above, adequate opportunity for whistleblowers to contact relevant officers shall take the following forms:

- ITF shall appoint an Intelligence Officer which may be contacted through the ITF Anti Doping Committee; or
- WADA “Speak Up” platform/portal.

## 7.6 Collation and Assessment

ITF shall first evaluate the reliability of the source, and then assess the accuracy of the information itself with reference to Article 5.1 of the “Information Gathering and Intelligence Sharing Guidelines”.

## 7.7 Processing and Outcome

Taking into account the evaluation and assessment above, and other relevant factors indicating potential risks of doping, such as those identified in the ITF’s risk assessment, ITF shall determine the appropriate follow-up action(s), that is to:

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

## 7.8 Failure to Comply

ITF is responsible for ensuring that:

- When the possible Failure to Comply comes to its attention, it notifies WADA, and instigates an investigation of the possible Failure to Comply based on all relevant information and documentation;

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- The Athlete or other party is informed of the possible Failure to comply in writing and has the opportunity to respond;
  - The investigation is conducted without unnecessary delay and the evaluation process is documented;
  - The final determination (i.e., whether or not to assert the commission of an ADRV), with reasons, is made available without delay to WADA and other ADOs in accordance with Code Articles 7.6 and 14.1.4.

## **7.9 For Failure to submit a Sample collection and Refusal cases**

For Failure to submit a Sample collection and Refusal cases, the ITF results manager reviews the Doping Control Documentation to ensure that the Athlete was properly notified, understood the implications of being notified and, in particular, was clearly advised of the potential implications of not providing a Sample. Then, the ITF results manager gets the Athlete's explanation as to why he/she refused to provide a sample, or failed to comply with such a request. If necessary, any follow-up investigations conducted and completed before disciplinary proceedings begin. The athlete's explanation will be investigated by the result manager to ascertain if it might constitute a "compelling justification" for not providing a sample.

## **7.10 For Evasion cases**

For Evasion cases, the ITF results manager reviews the Doping Control Documentation carefully and interview as many Persons as possible who were present at the time of the alleged Evasion. Then, the ITF results manager gets the Athlete's explanation of why he/she evaded to provide a Sample. If necessary, any follow-up investigations conducted before disciplinary proceedings commence.

ITF should ensure that the relevant DCO is available to provide evidence at any hearing.

Based on the results of the investigation, if ITF concludes that proceedings should be brought against an Athlete, it gives notice of that decision in accordance with Code Article 14.1. Prior to notifying the Athlete or other Person of the asserted ADRV, ITF reviews if a prior ADRV exists. ITF may consult ADAMS and other relevant ADOs to determine if the ADRV at stake is the first one committed by the Athlete.

1Based on the results of its investigation, if ITF concludes that proceedings should not be brought against the Athlete, it notifies WADA and the Athlete's NGB in writing in accordance with Code Article 14.1.4 and ISTI Article 12.4.3.

# **8. THERAPEUTIC USE EXEMPTION**

Athletes may have illnesses or conditions that require them to take particular medications or to utilise particular methods of treatment.

If the medication that an Athlete is required to take to treat an illness or condition happens to fall under the Prohibited List, a Therapeutic Use Exemption (TUE) allows that Athlete the authorisation to take the needed medicine so long as the Athlete fulfils all the mandatory criteria to do so.

It doesn't allow any athlete to exceed a normal dose. In cases where the dosage is found to be too high, it counts as AAF and could result in sanctions.

## **8.1 The criteria for obtaining a TUE**

According to Article 4.2 of the ISTUE, an Athlete may be granted a TUE if (and only if) he/she can show, on the balance of probabilities, that each of the following conditions is met:

- The Athlete has a clear diagnosed medical condition which requires treatment using a prohibited substance or method;
- The therapeutic use of the substance will not, on the balance of probabilities produce significant enhancement of performance beyond the athlete's normal state of health;

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- The Prohibited Substance or Prohibited Method is an indicated treatment for the medical condition, and there is no reasonable permitted Therapeutic alternative;
  - The necessity for the Use of the Prohibited Substance or Prohibited Method is not a consequence, wholly or in part, of the prior Use (without a TUE) of a substance or method which was prohibited at the time of such Use.

Article 4.2(a) and 4.2(c) must be supported by the written opinion (in English) of a physician qualified in the area of the diagnosis:

- The medical opinion can be no older than three months as at the date of your application;
- A change in any of the details of your Application will require a new TUE;
- Drugs which routinely have a variable dosage (e.g. insulin) should be specified in the TUE;
- Athletes have the responsibility to inform their physician that they are athletes bound to Anti-Doping Rules.

Athlete may apply retroactively for a TUE (but must still meet the conditions in Article 4.2 mentioned above) if one of any of the following exceptions applies:

- Emergency or urgent treatment of a medical condition was necessary;
- There was insufficient time, opportunity or other exceptional circumstances that prevented the Athlete from submitting (or the TUEC to consider) an application for the TUE prior to Sample collection;
- Due to national level prioritization of certain sports, the Athlete's NADO did not permit or require the Athlete to apply for a prospective TUE (see comment to Article 5.1);
- If an ITF chooses to collect a Sample from an Athlete who is not an International-Level Athlete or National-Level Athlete, and that Athlete is Using a Prohibited Substance or Prohibited Method for Therapeutic reasons, the ITF must permit the Athlete to apply for a retroactive TUE; or
- The Athlete Used Out-of-Competition, for Therapeutic reasons, a Prohibited Substance that is only prohibited In-Competition.

## **8.2 TUE application**

An Athlete who needs a TUE should apply as soon as possible. For substances prohibited In-Competition only, the Athlete should apply for a TUE at least thirty (30) days before his/her next Competition, unless it is an emergency or exceptional situation.

The Athlete should submit the TUE application form (appendix 4) to the relevant ADO (for international competition, to the ITF and for national-level competition, to the athlete's NADO) via ADAMS or as otherwise specified by the ADO.

If the athlete applies for a TUE to the ITF, he/she should submit the TUE application form to: [itf.tkd.tue.application@gmail.com](mailto:itf.tkd.tue.application@gmail.com)

## **8.3 TUE recognition**

Athletes who are not International-Level Athletes shall apply to their National ADO for a TUE.

Athletes who are International-Level Athletes shall apply to ITF:

- Where the Athlete already has a TUE granted by their NADO pursuant to the Code article 4.4 for the Prohibited Substance or Prohibited Method in question, and if that TUE meets the criteria set out in the ISTUE, ITF must recognise it for purposes of international-level Competition. If ITF considers that the TUE does not meet those criteria and so refuses to recognise it, ITF must notify the Athlete and the

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Athlete's NADO promptly, with reasons. The Athlete or the NADO shall have twenty-one (21) days from such notification to refer the matter to WADA for review in accordance with Code article 4.4.6. More detailed information can be found in Code article 4.4.3.1;

- If the Athlete does not already have a TUE granted by their NADO for the substance or method in question, the Athlete must apply directly to the Athlete's IF for a TUE as soon as the need arises. If the IF (or the NADO, where it has agreed to consider the application on behalf of the IF) denies the Athlete's application, it must notify the Athlete promptly, with reasons. If the IF grants the Athlete's application, it must notify not only the Athlete but also the Athlete's NADO, and if the NADO considers that the TUE does not meet the criteria set out in the ISTUE, it has 21 days from such notification to refer the matter to WADA for review. The more detailed information can be found the Code article 4.4.3.2.

A TUE application will only be considered by the TUEC (TUE Committee) following the receipt of a properly completed application form, accompanied by all relevant documents. Incomplete applications will be returned to the Athlete for completion and re-submission.

#### **8.4 Composition and Mission of TUEC**

ITF must establish a TUEC to consider whether applications for grant or recognition of TUEs meet the conditions set out in Article 4.2 of the ISTUE.

The TUEC shall consist of a Chair and two (2) other members with experience in the care and treatment of Athletes and sound knowledge of clinical, sports and exercise medicine. Each appointed member shall serve a term of four (4) years. For more detailed information, refer to the article 4.4.4.3 of the ITF ADRs.

The TUEC shall promptly evaluate and decide upon the application in accordance with the relevant provisions of the ISTUE and usually (i.e., unless exceptional circumstances apply) within no more than thirty (30) days of receipt of a complete application. Where the application is made in a reasonable time prior to an Event, the TUEC must use its best endeavours to issue its decision before the start of the Event.

ITF must promptly report in English all decisions of its TUEC granting or denying TUEs, and all decisions to recognise or refusing to recognise other ADOs' TUE decisions, through ADAMS as soon as possible and in any event within twenty-one (21) days of receipt of the decision. A decision to deny a TUE shall include an explanation of the reason(s) for the denial.

## **9. PROTECTION OF PRIVACY AND PERSONAL INFORMATION**

In order to comply with the International Standard for the Protection of Privacy and Personal Information (ISPPPI), ITF made "Data privacy policy for the purposes of the anti-doping matters" in Sep 2020, and this policy took effect from 2021.

### **9.1 Data Privacy Policy for the Purposes of the Anti-Doping Matters**

The Code requires the ITF to conduct the following activities in accordance with the ISTI:

- Obtain, assess and process anti-doping intelligence from all available sources to inform the development of an effective, intelligent and proportionate test distribution plan, to plan Target Testing, and/or to form the basis of an investigation into a possible ADRV(s);
- Investigate Atypical Findings and Adverse Passport Findings, in accordance with Articles 7.4 and 7.5 of the ISTI respectively; and
- Investigate any other analytical or non-analytical information or intelligence that indicates a possible ADRV(s), in accordance with Articles 7.6 and 7.7 of the ISTI in order either to rule out the possible violation or develop evidence that would support the initiation of an ADRV proceeding.

In the course of these activities, ITF would be required to process Personal Information.

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This Policy is developed to ensure that the Personal Information (PI) processed in connection with ITF's anti-doping activities are protected in compliance with the applicable data protection and privacy rules and regulations, including the International Standard for the Protection of Privacy and Personal Information ("ISPPPI").

This Policy shall be interpreted in accordance with the provisions of the Code, the ITF ADRs, the ISPPPI and the ISTI. Capitalized terms used in this Policy are defined in the ITF ADRs, Code or its standards.

## **9.2 Data Protection Officer and Staff**

ITF shall designate a Person ("Data Protection Officer") who is accountable for the compliance with this ISPPPI and all locally applicable privacy and data protection laws.

The Data Protection Officer shall be contactable at [a.archipov@taekwondo-itf.com](mailto:a.archipov@taekwondo-itf.com).

2.3 ITF shall ensure that all staff, including the Data Protection Officer, processing PI shall be subject to a fully enforceable contractual and/or statutory duty of confidentiality.

## **9.3 Types of Personal Information**

Types of PI processed in connection with ITF's anti-doping activities may include but is not limited to:

- Information related to a Participant's or other Person's identity (e.g.: name, date of birth, nationality, gender, title, competition results etc.);
- Information related to whereabouts;
- Information related to Therapeutic Use Exemptions;
- Information related to Sample collection;
- Information related to Laboratory analysis (e.g. the analytical procedure, analysis results, biological passports etc.);
- Information related to Results Management (e.g. hearings, sanctions, appeals, Consequences of ADRVs); and
- Information relating to a Participant's or other Person's personal details and contact information (e.g. medical professionals and other Persons working with, treating or assisting a Participant in the context of Anti-Doping Activities).

## **9.4 Ensuring Appropriate Information is Furnished to Participants and Other Persons**

ITF shall inform Participants or Persons to whom the Information relates about their processing of PI as set out in the Athlete Consent Form in Appendix 2.

With effect from the Effective Date of this policy, ITF shall not collect any PI from an Athlete unless the Athlete has executed the Athlete Consent Form.

ITF shall be responsive to any questions or concerns of Participants relating to the Processing of their PI.

ITF receives PI from third parties, and not directly from the Participant, they shall communicate the fact of receiving such information to the Participant as soon as possible and without undue delay ("Information of Receipt"), unless where:

- It has previously been furnished to the Participant or other Persons by other parties, to which the Information of Receipt need not be given; or
- Notice to the Participant or other Persons might reasonably be considered to jeopardize an anti-doping investigation or otherwise undermine the integrity of the anti-doping process, to which Information of Receipt may be delayed or suspended. In such cases, the justification for the delay or suspension must

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be appropriately documented and the Information of Receipt should be provided to the Participant or other Persons as soon as possible;

- Information of Receipt shall be provided by ITF in the form as set out in attached Appendix.

## **9.5 Disclosure of Personal Information to Third Parties**

Where it is necessary in order to fulfil the anti-doping activities of ITF or other ADOs, ITF will disclose PI to Third Parties (e.g. other Anti-Doping Organisations including the World Anti-Doping Agency, authorised Service Providers etc.). In such event ITF will make all reasonable efforts to procure that the PI is handled by the Third Party in accordance with this Policy and the applicable rules under the Code.

ITF shall not disclose PI to Third Parties other than as set out in Paragraph 4.1 above except where such disclosure is required:

- By law;
- To allow ADOs to fulfill obligations under the Code and the International Standards;
- Express and written consent is given by the Participant or other Person for such disclosure in a form substantively similar to the Participant's Consent Form set out in Appendix 2;
- The disclosure is necessary to assist law enforcement;
- ITF shall not disclose PI to other ADOs where:
  - The recipient ADOs cannot establish a right, authority or need to obtain the PI;
  - There is evidence that the recipient ADOs do not or cannot comply with the ISPPPI;
  - The ADO is prohibited from disclosing the PI by applicable law or restrictions imposed by a competent supervisory authority; or
  - The disclosure would seriously compromise the status of an ongoing investigation into ADRVs.
  - Where ITF has concerns that another ADO is incapable of complying with the ISPPPI, ITF shall make its concerns known to the ADO and WADA as soon as possible.

Except where PI is required to be provided to a law enforcement agency, ITF shall procure that Third Parties and/or Third Party Agents to execute an agreement in a form substantively similar to the Confidentiality Agreement set out in Appendix 5.

## **9.6 Record of Processing of Personal Information**

ITF shall maintain a record of the Processing of PI for which it is responsible.

The record shall include the following information:

- General purpose(s) of the Processing;
- Description of the types of PI; and
- The categories of potential recipients of the PI.

## **9.7 Rights related to Personal Information**

Participants and other Persons shall have the right to request access from ITF to the PI related to them (including a copy of the PI). Such request may be granted only if it does not conflict the ability of ITF or other ADOs to conduct their anti-doping activities.

Personal Information processed by ITF shall be kept accurate. Where there is a change in PI which has been disclosed to a Third Party, ITF shall inform the Third Party of the change.



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Participants or other Persons have the right to object to the processing of their PI; however ITF may still remain obliged to process the PI.

Should a Participant or other Person refuse to provide PI, it may constitute an ADRV.

Participant or other Persons may file any requests related to the processing of PI under this Policy by an e-mail request to the Data Protection Officer.

## **10. SECURITY**

ITF shall apply all measures necessary to protect PI. Such measures shall be proportionate to the level of sensitivity of the PI.

ITF shall regularly assess their Processing of Sensitive PI and whereabouts information to determine the proportionality and risks of their Processing and to assess any measures, including privacy by design measures that could be taken to reduce risks for the Participants concerned.

In the event of a Security Breach, ITF shall, where such individuals are likely to be significantly affected by such Security Breach, inform the affected Participants or other natural Persons of the breach as soon as reasonably practicable. Such information to the affected individuals shall include:

- The nature of the breach;
- The possible negative consequences of the breach to the affected Participants or other natural Persons;
- and
- The remediation measures taken or to be taken by ITF.

ITF shall ensure that the Data Protection Officer is kept informed of the Security Breach.

ITF shall keep a record of Security Breaches, including the facts relating to the breach, its effects and remedial actions taken.

### **10.1 Retention**

PI related to anti-doping activities shall be retained by ITF in accordance with the ISPPPI.

## **11. RESULTS MANAGEMENT**

### **11.1 Responsibility, Initial review, Notice and Provisional suspension**

ITF has established a process for the pre-hearing administration of potential ADRVs which consists of three steps (Appendix 6: Results management flowchart) that respects the principles set forth in the Code article 7 (Results Management: Responsibility, Initial Review, Notice and Provisional Suspension).

Results Management shall be the responsibility of, and shall be governed by, the procedural rules of the ITF that initiated and directed Sample collection (or, if no Sample collection is involved, the ADO which first provides notice to an Athlete or other Person of a potential ADRV and then diligently pursues that ADRV).

Results Management in relation to a potential whereabouts failure (a filing failure or a missed test) shall be administered by ITF or the NADO with whom the Athlete in question files whereabouts information, as provided in the ISRM. The ITF that determines a filing failure or a missed test shall submit that information to WADA through ADAMS, where it will be made available to other relevant ADOs.

Review and notification with respect to a potential ADRV shall be carried out in accordance with the article 5.0 of the ISRM (First results management phase).

In principle, Provisional Suspension means that an athlete or other person is barred temporarily from participating in any capacity in any competition or activity as per Code article 10.14.1 (Prohibition against Participation during Ineligibility or Provisional Suspension) prior to the final decision at a hearing pursuant to Code article 8.

ITF shall adopt rules providing that when an Adverse Analytical Finding or Adverse Passport Finding (upon completion of the Adverse Passport Finding review process) is received for a Prohibited Substance or a

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Prohibited Method, other than a Specified Substance or Specified Method, a mandatory Provisional Suspension shall be imposed promptly upon or after the review and notification required by the Code article 7.2.

A mandatory Provisional Suspension may be eliminated if: (i) the Athlete demonstrates to the hearing panel that the violation is likely to have involved a Contaminated Product, or (ii) the violation involves a Substance of Abuse and the Athlete establishes entitlement to a reduced period of Ineligibility under Code article 10.2.4.1.

Athletes, other Persons, Signatories and WADA shall be notified of Results Management Decisions as provided in Code article 14.2.

## **11.2 Fair hearing and Notice of hearing decision**

For any Person who is asserted to have committed an ADRV, ITF shall provide, at a minimum, a fair hearing within a reasonable time by a fair, impartial and Operationally Independent hearing panel in compliance with the WADA ISRM.

## **11.3 Fair, impartial and operationally independent Hearing Panel**

ITF shall establish a Hearing Panel which has jurisdiction to hear and determine whether an Athlete or other Person, subject to ITF ADRs, has committed an ADRV and, if applicable, to impose relevant Consequences. (Appendix 6: Results management flowchart)

ITF's Hearing Panel shall consist of an independent Chair and two (2) other independent members. Each member shall be appointed by taking into consideration their requisite anti-doping experience including their legal, sports, medical and/or scientific expertise. Each member shall be appointed for a once renewable term of three (3) years. (For more detailed information, refer to the article 8.1.1 of the ITF ADRs.)

## **11.4 Hearing process**

When ITF sends a notice to an Athlete or other Person notifying them of a potential ADRV, and the Athlete or other Person does not waive a hearing, then the case shall be referred to Hearing Panel for hearing and adjudication, which shall be conducted in accordance with the principles described in Articles 8 and 9 of the ISRM.

Hearings held in connection with Events may be conducted by an expedited process as permitted by the rules of the relevant ADO and the hearing panel.

WADA, the NGB and the NADO of the Athlete or other Person may attend the hearing as observers. In any event, ITF shall keep them fully apprised as to the status of pending cases and the result of all hearings.

At the end of the hearing, or promptly thereafter, Hearing Panel shall issue a written decision that conforms with Article 9 of the ISRM and which includes the full reasons for the decision, the period of Ineligibility imposed, the Disqualification of results under Code article 10.10 and, if applicable, a justification for why the greatest potential Consequences were not imposed.

ITF shall notify that decision to the Athlete or other Person and to other ADOs with a right to appeal under Code article 13.2.3, and shall promptly report it into ADAMS. The decision may be appealed as provided in Code article 13.

The rules governing appeal rights and avenues are set out at Code article 13.

## **12. CODE COMPLIANCE**

WADA is making use of all its means to monitor Code compliance by signatories (refer to Code article 23.1.2), including but not limited to ADAMS, Code Compliance Questionnaire (CCQ), Mandatory Information Request, Compliance Audits, information obtained by continuous compliance monitoring, and any other relevant information received or collected by WADA.

ITF shall report to WADA on its compliance with the Code and the International Standards as and when required by WADA.

### **12.1 CCQ**

WADA requires each Signatory, in accordance with Code Article 24.1.2, to complete and submit CCQ and/or other reports on its Code Compliance within reasonable and clearly communicated timeframes.

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WADA will specify a reasonable date for return of the completed CCQ, including any accompanying documentation. (refer to article 7.5 of ISCCS)

Further to Code Article 24.1.3, a failure by a Signatory to return an accurate and complete CCQ to WADA by the specified date is itself a failure to comply with Code Article 24.1.2 that will trigger the process outlined in Article 8.3.1 of ISCCS (Final opportunity to correct before referral to the CRC).

## **12.2 Mandatory Information Request, Compliance Audit**

Independently of any other monitoring activity, where WADA receives or collects information indicating that a Signatory may not be complying with Critical or High Priority requirements, WADA Management may send the Signatory a Mandatory Information Request requiring it to provide information that enables WADA to confirm the actual position. (refer to article 7.6 of ISCCS)

If the Signatory fails to provide the required response to a Mandatory Information Request by the date that WADA has specified for receipt of such response, that will trigger the process outlined in Article 8.3.1 of ISCCS (Final opportunity to correct before referral to the CRC).

WADA Management will decide (subject to CRC oversight) which Signatories shall undergo a Compliance Audit. The Compliance Audit will be conducted by WADA Auditors. The Compliance Audit may be conducted in person (i.e., where the audit team visits the Signatory and conducts the assessment of the Signatory's Anti-Doping Program in the presence of relevant members of the Signatory's team) or via an exchange of written information initiated by a request from WADA, such as a Mandatory Information Request. (refer to article 7.7 of ISCCS)

## **12.3 Completing and submitting the other key documents**

ITF's rules and regulations, ITF had adopted ITF ADRs which conform with the Code and has been implementing it as from 2021.

## **12.4 Education plan**

If ITF doesn't correct Critical requirement related to Education as detailed in Annex A of the ISCCS according to the Prioritisation Policy, Compliance procedure will be initiated.

Therefore, in addition to ADEL, ITF shall publish the topics identified in Code Article 18.2 on ITF website and provide the information regarding these topics with athletes and other personnel.

- ITF shall carry out Risk Assessment and Test Distribution Planning more than once a year especially after an the international event. (In accordance with WADA Code Article 5.4 and Article 4.1.3 of the International Standard for Testing and Investigations)
- ITF's annual statistical reports of their respective Doping Control activities provided in accordance with Code Article 14.4;
- Doping Control forms, TUE decisions, and other data filed in ADAMS

## **12.5 Corrective Action Reports (CAR) and Corrective Action Plans (CAP)**

Where WADA identifies Non-Conformities in any aspects of a ITF's Anti-Doping Program (whether as a result of a CCQ or a Compliance Audit, or as a result of information provided in response to a Mandatory Information Request, or otherwise), WADA Management will send ITF a Corrective Action Report that:

- Identifies Non-Conformities with requirements that are considered to be Critical, which the ITF must correct within a timeframe specified by WADA of no more than three (3) months; and/or
- Identifies Non-Conformities with requirements that are considered to be High Priority, which the ITF must correct within a timeframe specified by WADA of no more than six (6) months; and/or
- Identifies Non-Conformities with requirements that are considered to be General, which the ITF must correct within a timeframe specified by WADA of no more than nine (9) months;

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The Corrective Action Report will include within it a Corrective Action Plan section for the Signatory to complete to assist the Signatory in planning who within its organisation will implement each of the corrective actions, how, and by when. In case the ITF does not address these Corrective Actions within the deadlines mentioned, it will not automatically enter a Compliance procedure.

## **12.6 Duties and Organisation of ITF ADC**

Duties of ITF ADC are as follows according to Article 20.3 of the Code and Article 19 of the ITF ADRs

- To be fully responsible for implementing ITF Anti-Doping Rules(ADRs) which was approved by WADA, and report to WADA on ITF's compliance with the Code and International Standards(ISs) as required by WADA;
- To require, that the policies, rules and programs of NGBs as a membership are in compliance with the Code and ISs and to take appropriate action to enforce such compliance;
- To require that NGBs conduct testing only under the approved authority of ITF and their NADO or other SCA to collect samples in compliance with the ISTI;
- To require that NGBs recognise the authority of NADO in their country/region in accordance with the Code article 5.2.1 and assist with the NADO's implementation of national testing program for Taekwon-Do sport:
  - Code article 5.2.1: Each NADO shall have IC and OOC Testing authority over all athletes who are nationals, residents, license-holders or members of sport organisations of that country or who are present in that NADO's country.
- To require that NGBs analyse all samples collected using WADA-accredited or WADA-approved laboratory in accordance with the Code article 6.1:
  - Code article 6.1: Use of accredited, approved laboratories and other laboratories (For purposes of directly establishing an AAF under the Code article 2.1(the presence of prohibited substance in a sample), samples shall be analysed only in WADA-accredited laboratories or otherwise approved by WADA. The choice of the WADA-accredited or WADA-approved laboratory used for the sample analysis shall be determined exclusively by the ADO responsible for results management).
- To require that any national level ADRV cases discovered by NGB are adjudicated by an operationally independent hearing panel in accordance with the Code article 8.1 and the ISRM:
  - Code article 8.1: For any person who is asserted to have committed an ADRV, the ADO with responsibility for results management shall provide, at a minimum, a fair hearing within a reasonable time by a fair, impartial and operationally independent hearing panel in compliance with the WADA ISRM.
- To require NGBs to report any information suggesting or relating to an ADRV to ITF and their NADO and to cooperate with investigations conducted by any ADO with authority to conduct investigation;
- To ensure that all ITF board members, directors, officers, and those employees who are involved in any aspect of Doping Control sign a form provided by ITF agreeing to be bound by ITF ADRs;
- To require, as a condition of participation, all athletes and ASPs preparing for or participating in ITF Taekwon-Do event or activity authorized or organized by international, continental, regional and national federations to agree to be bound by the ITF ADRs;

- 
- To require all athletes to be available for sample collection and RTP athletes to provide accurate and up-to-date whereabouts information;
  - To vigorously pursue all potential ADRVs within its authority including investigation into whether ASP or other person may involve in doping case and to ensure proper enforcement of consequences;
  - To plan, implement, evaluate and promote anti-doping education in line with the requirements of the ISE;
  - To cooperate fully with WADA and other ADOs.

In connection with the ITF-sanctioned event, duties of the ITF ADC are:

- To conduct, coordinate and monitor all anti-doping activities during the Event and ensure they comply with the Code;
- To organise the Anti-Doping symposium regarding anti-doping activities of the Event and other anti-doping topics;
- To delegate In-Competition testing to SCA on site (unless stated otherwise, to host country's NADO) and ensure each aspect of doping control proceeds according to the ISTI;
- To draw up the report concerning the anti-doping activities during the Event and submit it to the ITF Executive Board within two months after the Event. The report should include the planning of anti-doping work for next Event such as TDP;
- Following the Event, establish the selection criteria of RTP and publish the list of RTP athletes, who must provide whereabouts information to applicable ADO.

## **12.7 Organisation of ITF ADC and independent members**

### **12.7.1 Terms of reference of ITF ADC members**

- Chairman shall be liable for Results management and Code compliance and reports to the Secretary General (or ITF AD Secretariat). In addition, chairman shall convene any meetings as requested by ITF HQ, Advisors and other ADC members to address any doping-related issues;
- Vice-Chairman shall be liable for Testing and TUE, and reports to the Chairman of ADC. Vice-Chairman shall assist Chairman in his work;  
They will liaise with relevant testing company(e.g. SCA, Lab, APMU) to carry out IC and OOC Testing, and assist the ITF AD Secretariat on issues arisen from the TUE recognition;
- The member of ADC shall be responsible for Education, Investigation and Data Protection, and report to Chairman of ADC;  
They will plan, implement and evaluate education program, and assist ITF AD Secretariat in the event of any data related complaint or breach, and monitor ADAMS and address any issues arising therefrom;
- ITF Lawyer shall, In addition to duties separately required by the ITF, assist the ADC with legal issues and interpretation (Maybe he is a legal adviser to ITF or a Chairman of Hearing panel).

## **12.8 ITF AD Secretariat**

The AD Secretariat shall comprise full-time personnel at HQ, who shall:

- 
- Coordinate anti-doping activities of ITF especially between the ADC members and independent members such as TUEC and Hearing panels;
  - Notify/deploy the TUEC / Hearing panels within the required time as requested;
  - Inform the relevant members of ADC on a matter related to his/her duties (e.g. inform the member in charge of data protection of any data related breach / inform the member in charge of education on any coming ITF-sanctioned seminar or event so that educational initiatives can be prepared).

TUEC (Refer to Section 6.22, Composition and mission of TUEC of these Guidelines)

Hearing panel (refer to Chapter 5, Fair, impartial and operationally independent Hearing panel of these Guidelines)

## **12.9 Duties of ITF NGBs**

To ensure that their all anti-doping activities conform with ADRs of ITF and their country or region and to report regarding their anti-doping work to ITF ADC as required by ITF.

- To conduct testing only under the documented authority of ITF and use their NADO or other SCA to collect samples in compliance with the ISTI;
- To recognise the authority of their NADO and assist the NADO's implementation of the national testing program for Taekwon-Do sport;
- To analyse all samples collected using a WADA-accredited or WADA-approved laboratory;
- To ensure that any national level ADRV cases discovered by NGB are adjudicated by an operationally independent hearing panel in accordance with the Code article 8.1 and the ISRM;
- To ensure, as a condition of participation, all athletes and ASPs preparing for or participating in any event or activity authorised or organised by them to agree and be bound by the ITF ADRs, and to submit to the results management authority of the ADO in conformity with the Code;
- To report any information suggesting or relating to an ADRV to ITF and their NADO and cooperate with investigations conducted by any ADO with authority to conduct investigation;
- To have disciplinary rules in place to prevent ASP who are using prohibited substances or prohibited methods without valid justification from providing support to athlete under the authority of ITF;
- To conduct anti-doping education according to the ISE and the education plan of ITF, and in coordination with their NADO.

In connection with the ITF-sanctioned event, duties of the NGBs are :

- To ensure that their anti-doping representatives participate in the Event;
- To ensure that every athletes attending in the event sign the Athlete Consent Form issued by ITF and submit to the ITF ADC;
- To ensure that all athletes, coaches and medical personnel attending the event possess the corresponding ADEL Certificate.

In connection with the ITF-sanctioned event, the hosting NGBs shall assist the ADC of ITF in all anti-doping activities during the event in close contact with their NADO in:

- To set the Doping Control Station (DCS) on site in line with the Article 6.3.2 of the ISTI;
- To prepare the sample collection equipment for the In-Competition Testing in line with the Article 6.3.4(a)~q) of the ISTI;

## APPENDIX 1 ATHELETE CONSENT FORM



International Taekwon-Do Federation I.T.F.

국제태권도련맹

Draugasse 3, 1210 Vienna, AUSTRIA  
Tel: (+43-1) 2928467 | Fax: (+43-1) 292846789  
E-Mail: [secretary-general@itf.org](mailto:secretary-general@itf.org) | [director-af@itf.org](mailto:director-af@itf.org)  
Website: [www.itf-tkd.org](http://www.itf-tkd.org)



### ATHLETE CONSENT FORM

As a member of the International Taekwon-Do Federation ("ITF") and/or a participant in an event authorized or recognized by the ITF, I hereby declare as follows:

1. I acknowledge that I am bound by, and confirm that I shall comply with, all of the provisions of the ITF Anti-Doping Rules (as amended from time to time), the World Anti-Doping Code (the "Code") and the International Standards issued by the World Anti-Doping Agency ("WADA"), as amended from time to time, and published on WADA's website.
2. I acknowledge the authority of the ITF and its member National Governing Bodies and/or National Anti-Doping Organizations under the ITF Anti-Doping Rules to enforce, to manage results under, and to impose sanctions in accordance with the ITF Anti-Doping Rules.
3. I acknowledge and agree that any dispute arising out of a decision made pursuant to the ITF Anti-Doping Rules, after exhaustion of the process expressly provided for in the ITF Anti-Doping Rules, may be appealed exclusively as provided in Article 13 of the ITF Anti-Doping Rules to an appellate body, which in the case of International-Level Athletes is the Court of Arbitration for Sport ("CAS").
4. I acknowledge and agree that the decisions of the appellate body referenced above shall be final and enforceable, and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.
5. I understand that:
  - a. my data, such as my name, contact information, birth date, gender, sport nationality, voluntary medical information, and information derived from my testing sample will be collected and used by the ITF and its member National Governing Bodies and/or National Anti-Doping Organizations and WADA for anti-doping purposes;
  - b. WADA-accredited laboratories will use the anti-doping administration and management system ("ADAMS") to process my laboratory test results for the sole purpose of anti-doping, but shall only have access to de-identified, key-coded data that will not disclose my identity;
  - c. I may have certain rights in relation to my *Doping Control*-related data under applicable laws and under WADA's International Standard for the Protection of Privacy and Personal Information ("ISPPPI"), including rights to access, rectification, restriction, opposition and deletion, and remedies with respect to any unlawful processing of my data, and I may also have a right to lodge a complaint with a national regulator responsible for data protection in my country;
  - d. if I object to the processing of my *Doping Control*-related data or withdraw my consent, it still may be necessary for the ITF and its member National Governing Bodies and/or National Anti-Doping Organizations and/or WADA to continue to process (including retain) certain parts of my *Doping Control*-related data to fulfill obligations and responsibilities arising under the Code, International Standards or national anti-doping laws notwithstanding my request; including for the purpose of investigations or proceedings related to a possible anti-doping rule violations; or to establish, exercise or defend against legal claims involving me, WADA and/or an Anti-Doping Organization.
  - e. preventing the processing, including disclosure, of my *Doping Control*-related data may prevent me, WADA or Anti-Doping Organizations from complying with the Code and relevant WADA International Standards, which could have consequences for me, such as an anti-doping rule violation, under the Code;
  - f. to the extent that I have any concerns about the processing of my *Doping Control*-related data I may consult with the ITF and/or WADA ([privacy@wada-ama.org](mailto:privacy@wada-ama.org)), as appropriate.

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# International Taekwon-Do Federation I.T.F.

국제태권도련맹

Draugasse 3, 1210 Vienna, AUSTRIA  
Tel: (+43-1) 2928467 | Fax: (+43-1) 292846789  
E-Mail: [secretary-gen@iftdo.org](mailto:secretary-gen@iftdo.org) | [director-af@iftdo.org](mailto:director-af@iftdo.org)  
Website: [www.iftdo.org](http://www.iftdo.org)



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6. I understand and agree to the possible creation of my profile in ADAMS, which is hosted by WADA on servers based in Canada, and/or any other authorized National Anti-Doping Organization's similar system for the sharing of information, and to the entry of my *Doping Control*, whereabouts, *Therapeutic Use Exemptions*, *Athlete Biological Passport*, and sanction-related data in such systems for the purposes of anti-doping and as described above. I understand that if I am found to have committed an anti-doping rule violation and receive a sanction as a result, that the respective sanctions, my name, sport, *Prohibited Substance or Method*, and/or tribunal decision, may be publicly disclosed by the ITF and its member National Governing Bodies and/or National Anti-Doping Organizations in accordance with the Code. I understand that my information will be retained for the duration as indicated in the ISPPPI.
  
7. I understand and agree that my information may be shared with competent Anti-Doping Organizations and public authorities as required for anti-doping purposes. I understand and agree that persons or parties receiving my information may be located outside the country where I reside, including in Switzerland and Canada, and that in some other countries data protection and privacy laws may not be equivalent to those in my own country. I understand that these entities may rely on and be subject to national anti-doping laws that override my consent or other applicable laws that may require information to be disclosed to local courts, law enforcement, or other public authorities. I can obtain more information on national anti-doping laws from the ITF, my National Governing Body or National Anti-Doping Agency.
  
8. I further confirm that I have consented and agree to the collection, use and disclosure of any of my personal information:
  - a. already in the possession of the ITF by virtue of any prior application for instructor plaques, certificates or membership booklets etc, that I have made, or my National Governing Body, or Associate Governing Body, has made on my behalf; or
  - b. obtained from any third-party or the public domain,

(collectively, "Existing Personal Information") for the purposes of my membership with the ITF and my National Governing Body or Associate Governing Body. ITF's right to collect, use and disclose my personal information in this Athlete Consent Form shall be in addition and without prejudice to ITF's rights in relation to Existing Personal Information.

I have read and understand the present declaration.

\_\_\_\_\_ Date

\_\_\_\_\_ Print Name (Last name, First name)

\_\_\_\_\_ Date of birth (Day/Month/Year)

\_\_\_\_\_ Signature



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## **APPENDIX 2    INFORMATION OF RECEIPT**

### Information of Receipt

Date: [to state date]

To: [state name of Participant or Person]

Dear Sir / Madam,

Please, note that we had on [to state date of receipt of information] received information about you which may be personal in nature from [to state source of information].

The information concerns [to state description of information, or document, and provide copy if any].

We provide you with this notice in compliance with our obligations to Article 7.2 of the International Standard for the Protection of Privacy and Personal Information.

Please contact [to state contact of the Data Protection Officer] if you have any further queries.

## APPENDIX 3 TUE APPLICATION FORM 2023



International Taekwon-Do Federation I.T.F.

국제 태권도 연맹

Druggasse 3, 1210 Vienna, AUSTRIA  
Tel: (+43-1) 2928467 | Fax: (+43-1) 292846789  
E-Mail: [secretary-gen@itf.org](mailto:secretary-gen@itf.org) | [director-af@itf.org](mailto:director-af@itf.org)  
Website: [www.itf-tkd.org](http://www.itf-tkd.org)



### THERAPEUTIC USE EXEMPTION (TUE) APPLICATION FORM 2023

#### 1 Athlete Information

**NOTE:** This application will be reviewed by a panel of medical practitioners (the Panel), bound by strict confidentiality.

This application must be supported by medical documentation as is specified in Article 4.2 of the International Standards for Therapeutic Use Exemptions (ISTUE).

The panel of medical practitioners reserves the right to request further supporting documentation prior to making any determination. Where no supporting medical documents are attached, the application will be returned to the applicant without a determination being made.

Please read the TUE Privacy Notice prior to submitting the form.

Surname:

Given Name:

Female  Male  Other

Date of Birth (DD/MM/YY):

Address:

Suburb:

State:

Postcode:

Country:

Phone:

E-mail:

National Organisation:

Master:

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## 2. Previous applications

Have you submitted any previous TUE application(s) to any Anti-Doping Organisation for the same condition?

Yes  No

If yes, please attach any current or relevant TUE(s) to this application or please fill out the following information in relation to those applications:

For which substance(s):

To which organisation:

Date:

Decision: Approved  Not approved

## Medical Practitioner to complete sections 3, 4 and 5.

### 3. Medical information

On the Medical Practitioner's Letterhead, please provide, in English:

*Medical evidence confirming the diagnosis.*

1. Use the WHO ICD 11 classification or DSM-V and it must be attached and forwarded with this application.
2. The medical information must include a relevant medical history and the results of all relevant examinations, laboratory investigations and imaging studies.
3. Copies of the original reports or letters must be included.
4. The information provided should be sufficient for the medical panel assessing the application to make its' own assessment of the diagnosis.
5. Provide clinical justification for the use of the prohibited medication specified in the application, where there is a reasonable and permitted therapeutic alternative.

**Note:** WADA maintains a series of guidelines to assist physicians in the preparation of complete and thorough TUE applications. These TUE Physician Guidelines can be accessed on the [WADA website](https://www.wada-ama.org/en/search?q=tue+physician+guidelines).

<https://www.wada-ama.org/en/search?q=tue+physician+guidelines>

*The guidelines address the diagnosis and treatment of a number of medical conditions commonly affecting athletes, and requiring treatment with prohibited substances.*

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#### 4. Medication details

On the Medical Practitioner's Letterhead, please provide, in English

- Medication Name (Both brand name and generic name)
- Dosage
- Frequency
- Route of Administration
- Date treatment started

#### 5. Medical practitioner's declaration

I certify that the information provided by me in sections 3, 4 and 5 is accurate. I acknowledge and agree that my supplied contact details may be used by Anti-Doping Organisation(s) (ADO) to contact me regarding this TUE application, to verify the professional assessment in connection with the TUE process, or in connection with Anti-Doping Rule Violation investigations or proceedings. I further acknowledge and agree that my contact details will be uploaded to the Anti-Doping Administration and Management System (ADAMS) for these purposes (see the [ITF-TKD](#) and [ADAMS Privacy Policies](#) for more detail)

Name:

Medical Specialty:

Registration Number:

Registering Body:

Medical Practice Address:

Suburb:

State:  Postcode:

Tel.:  Mobile:

E-mail:

Signature of Medical Practitioner:

Date:

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## 6. Athlete's Declaration

I, (*Athlete's Name*), \_\_\_\_\_ certify that the information set out at sections 1 (and section 2 where applicable) and 6 is accurate and complete.

I authorize my physician(s) to release the medical information and records that they deem necessary to evaluate the merits of my TUE application to the following recipients: the Anti-Doping Organization(s) (ADO) responsible for making a decision to grant, reject, or recognize my TUE; the World Anti-Doping Agency (WADA), who is responsible for ensuring determinations made by ADOs respect the ISTUE; the physicians who are members of relevant ADO(s) and WADA TUE Committees (TUECs) who may need to review my application in accordance with the World Anti-Doping Code and International Standards; and, if needed to assess my application, other independent medical, scientific or legal experts.

I further authorize ITF-TKD to release my complete TUE application, including supporting medical information and records, to other ADO(s) and WADA for the reasons described above, and I understand that these recipients may also need to provide my complete application to their TUEC members and relevant experts to assess my application.

I have read and understood the TUE Privacy Notice (below) explaining how my personal information will be processed in connection with my TUE application, and I accept its terms.

Athlete's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CONTACT

Please submit the completed form to: [itf.tkd.tue.application@gmail.com](mailto:itf.tkd.tue.application@gmail.com)

Athletes are encouraged to keep a copy of their TUE application for their records.

## TUE Privacy Notice

This Notice describes the personal information processing that will occur in connection with your submission of a TUE Application.

### TYPES OF PERSONAL INFORMATION (PI)

- The information provided by you or your physician(s) on the TUE Application Form (including your name, date of birth, contact details, sport and discipline, the diagnosis, medication, and treatment relevant to your application);
- Supporting medical information and records provided by you or your physician(s); and
- Assessments and decisions on your TUE application by ADOs (including WADA) and their TUE Committees and other TUE experts, including communications with you and your physician(s), relevant ADOs or support personnel regarding your application.

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## PURPOSES & USE

Your PI will be used in order to process and evaluate the merits of your TUE application in accordance with the International Standard for Therapeutic Use Exemptions. In some instances, it could be used for other purposes in accordance with the World Anti-Doping Code (Code), the International Standards, and the anti-doping rules of ADOs with authority to test you. This includes:

- Results management, in the event of an adverse or atypical finding based on your sample(s) or the Athlete Biological Passport; and
- In rare cases, investigations, or related procedures in the context of a suspected Anti-Doping Rule Violation (ADRV).

## TYPES OF RECIPIENTS

Your PI, including your medical or health information and records, may be shared with the following:

- ADO(s) responsible for making a decision to grant, reject, or recognize your TUE, as well as their delegated third parties (if any). The decision to grant or deny your TUE application will also be made available to ADOs with testing authority and/or results management authority over you;
- WADA authorized staff;
- Members of the TUE Committees (TUECs) of each relevant ADO and WADA; and
- Other independent medical, scientific or legal experts, if needed.

**Note:** Due to the sensitivity of TUE information, only a limited number of ADO and WADA staff will receive access to your application. ADOs (including WADA) must handle your PI in accordance with the International Standard for the Protection of Privacy and Personal Information (ISPPPI).

Your PI will also be uploaded to ADAMS by the ADO who receives your application so that it may be accessed by other ADOs and WADA as necessary for the purposes described above. ADAMS is hosted in Canada and is operated and managed by WADA. For details about ADAMS, and how WADA will process your PI, consult the ADAMS Privacy Policy ([ADAMS Privacy Policy](#)).

<https://adams-help.wada-ama.org/hc/en-us/categories/360001964873-ADAMS-Privacy-and-Security>

## FAIR & LAWFUL PROCESSING

When you sign the Athlete Declaration, you are confirming that you have read and understood this TUE Privacy Notice. Where appropriate and permitted by applicable law, ADOs and other parties mentioned above may also consider that this signature confirms your express consent to the PI processing described in this Notice. Alternatively, ADOs and these other parties may rely upon other grounds recognized in law to process your PI for the purposes described in this Notice, such as the important public interests served by anti-doping, the need to fulfil contractual obligations owed to you, the need to ensure compliance with a legal obligation or a compulsory legal process, or the need to fulfil legitimate interests associated with their activities.

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## **RIGHTS**

You have rights with respect to your PI under the ISPPPI, including the right to a copy of your PI and to have your PI corrected, blocked or deleted in certain circumstances. You may have additional rights under applicable laws, such as the right to lodge a complaint with a data privacy regulator in your country.

Where the processing of your PI is based on your consent, you can revoke your consent at any time, including the authorization to your physician to release medical information as described in the Athlete Declaration. To do so, you must notify your ADO and your physician(s) of your decision. If you withdraw your consent or object to the PI processing described in this Notice, your TUE will likely be rejected as ADOs will be unable to properly assess it in accordance with the Code and International Standards.

In rare cases, it may also be necessary for ADOs to continue to process your PI to fulfil obligations under the Code and the International Standards, despite your objection to such processing or withdrawal of consent (where applicable). This includes processing for investigations or proceedings related to ADRV, as well as processing to establish, exercise or defend against legal claims involving you, WADA and/or an ADO.

## **SAFEGUARDS**

All the information contained in a TUE application, including the supporting medical information and records, and any other information related to the evaluation of a TUE request must be handled in accordance with the principles of strict medical confidentiality. Physicians who are members of a TUE Committee and any other experts consulted must be subject to confidentiality agreements.

Under the ISPPPI, ADO staff must also sign confidentiality agreements, and ADOs must implement strong privacy and security measures to protect your PI. The ISPPPI requires ADOs to apply higher levels of security to TUE information, because of the sensitivity of this information.

You can find information about security in ADAMS by consulting:

[How is your information protected in ADAMS?](#) in the [ADAMS Privacy and Security FAQs](#).

<https://adams-help.wada-ama.org/hc/en-us/categories/360001964873-ADAMS-Privacy-and-Security>

## **RETENTION**

Your PI will be retained by ADOs (including WADA) for the retention periods described in Annex A of the ISPPPI. TUE certificates or rejection decisions will be retained for 10 years. TUE application forms and supplementary medical information will be retained for 12 months from the expiry of the TUE. Incomplete TUE applications will be retained for 12 months.

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## **APPENDIX 4      CONFIDENTIALITY AGREEMENT**

ANTI-DOPING TESTING, ANALYSIS, FINDINGS AND RESULTS (the “Project”) [Drafting note (delete this note if you use this form): This may be amended to describe the appropriate project, including where an external expert is being engaged for any purpose.]

This Agreement confirms the terms and conditions pursuant to which the International Taekwon-Do Federation (“ITF”) is prepared to disclose details of the Project to [to state individual’s name/organisation name] (the “Contractor”). In order to induce ITF to disclose such details, and in consideration hereof, the Contractor warrants, undertakes and agrees with ITF as follows:

1        This undertaking is binding upon the Contractors and all of the Contractor’s officers, employees, servants, agents or professional advisers of such persons (together “Relevant Person”).

2        This undertaking extends to all information of whatever nature in whatever form relating to the Project obtained from any source (“Confidential Information”) but does not extend to information which at the time it is obtained is in the public domain. Confidential Information shall include any modifications or derivatives prepared by the Contractor that contain or are based upon such Confidential Information disclosed by ITF, including analysis, reports or summaries of that information.

3        The Contractor shall treat all Confidential Information as being strictly private and confidential and shall take all steps necessary to prevent it from being accessed, disclosed or made public to any third party by any Relevant Person or coming by any means into the possession of any third party, notwithstanding that such Relevant Persons or third parties are not party to this Agreement. Consequently, the Contractor shall:

(a)      procure that all Relevant Persons and third parties to which the Confidential Information is disclosed to shall be bound by obligations at least as stringent as this Agreement;

(b)      be responsible for any breach of the terms of this Agreement by any Relevant Person;

(c)      promptly notify the ITF if the Contractor becomes aware of any breach of confidence by any Relevant Person whom the Contractor has divulged any Confidential Information or of any other person upon becoming aware of it; and

(d)      take all reasonable measures (including but not limited to court proceedings) to restrain such prohibited or unauthorized disclosure or use of the Confidential Information by any Relevant Person.

4        The Contractor shall use the Confidential Information solely for the purposes of the Project or to perform any obligations which the Contractor may undertake or have undertaken with ITF relating to the Project and the Contractor shall not use any part of the Confidential Information for any other purpose whatever. For the avoidance of any doubt, the Contractor shall not be permitted to make any public statement, to the media or otherwise that the Contractor is in possession of the Confidential Information, or is involved in the Project, save with ITF’s written consent.





## APPENDIX 5 RESULTS MANAGEMENT FLOWCHART

No	Step	Actions	Remarks
1	A sample positive	Lab has 10 days to inform the ITF, WADA, NADO via ADAMS	Lab may inform ITF of the results via email
2	Initial review	ITF reviews/verifies: <ul style="list-style-type: none"> <li>• DCO's report</li> <li>• Sample code matches sample code in DCO's report and Chain of Custody</li> <li>• Valid TUE for the athlete/substance</li> <li>• Any departures from the ISTI and/or ISL in the test procedures</li> </ul>	ITF to prepare these documents for initial review: <ol style="list-style-type: none"> <li>1. Chain of Custody Form (COC)</li> <li>2. Doping Control Form (DCF)</li> <li>3. Doping Control Officer's Report Form (DCRF)</li> <li>4. Any Supplementary report form relating to the Sample Collection</li> <li>5. Laboratory Results</li> <li>6. ITF Anti-Doping Rules</li> <li>7. TUE application and decision (grant/rejection)</li> </ol>
Proceed to Step 3A or 3B			

No	Step	Actions	Remarks	No	Step	Actions	Remarks
3A	<b>TUE exists</b> and/or there are departures in the processes, confidentiality and privacy.	ITF notifies Athlete, NADO and WADA immediately by email/letter.	<ul style="list-style-type: none"> <li>• No further action required</li> <li>• <b>Case closed</b> (unless appeal by WADA or NADO)</li> </ul>	3B	<b>TUE does not exist</b> , and there are no departures in the processes, confidentiality and privacy.	NADO notifies Athlete of AAF, through "Notice of Charge" which contains: Optional or Mandatory Provisional suspension notice and Right to request for "B" sample analysis or be represented.	<ul style="list-style-type: none"> <li>• Refer to <b>Appendix 1a</b> for "AAF Notice of Charge and Mandatory Provisional Suspension (Non-Specified Substance)" or <b>Appendix 1b</b> for "AAF Notice of Charge with Optional Provisional Suspension (Specified Substance)".</li> <li>• Mode of communication depends on preferred mode, e.g. Letter, fax, email.</li> </ul>
<b>CASE CLOSED AFTER STEP 3A. (UNLESS APPEAL BY WADA OR NADO)</b>					Athlete to respond to ITF	Athlete has <b>7 days</b> to reply to "Notice of Charge" with a <b>written response</b> by email/letter. Athlete to indicate in the written response if he/she: <ul style="list-style-type: none"> <li>• <b>Admits</b> the charge and accepts the consequences (no hearing necessary, only decision to be rendered)</li> <li>• <b>Admits</b> the charge but denies the consequences (will proceed with the hearing) <b>OR</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Denies the charge and</b> <ul style="list-style-type: none"> <li>○ Requests for analysis of “B” sample</li> <li>○ Waives right to “B” sample analysis</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>• Proceed to <b>Step 4A(I)</b> if Athlete <ul style="list-style-type: none"> <li>○ <b>Admits the charge but denies the consequences; OR</b></li> <li>○ <b>Denies the charge and waives right to “B” sample analysis</b></li> </ul> </li> <li>• Proceed to <b>Step4B</b> if Athlete <ul style="list-style-type: none"> <li>○ <b>Denies the charge and requests for analysis of “B” sample.</b></li> </ul> </li> </ul>

No	Step	Actions	Remarks
<b>Hearing</b>			
<b>4A (I)</b>	Athlete <b>admits</b> the charge but denies the consequences Or Athlete <b>denies</b> the charge and waives right to “B” Sample analysis	<ul style="list-style-type: none"> <li>• ITF informs Chairman of Hearing Panel on the ADRV case.</li> <li>• ITF also informs the other committee members of the Hearing Panel (if necessary, discuss with Chairman).</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to <b>Appendix 2</b> for “Notice of Assertion of Anti-Doping Rule Violation”.</li> <li>• Hearing Panel consists of minimum <b>3 members</b>. <ol style="list-style-type: none"> <li>1. Chairperson (preferably with Legal Background)</li> <li>2. Remaining 2 members with expertise in relevant fields e.g. Medicine, Sports Science, Sports Administrator (refer to ITF Anti-Doping Rules).</li> </ol> </li> </ul>
	Preparation for Hearing	<ul style="list-style-type: none"> <li>• ITF arranges date, time and location of Hearing.</li> <li>• ITF arranges for phone conference or Skype (if necessary)</li> <li>• ITF notifies athlete by sending “Notice for Hearing on Assertions of Anti-Doping Rule Violation (Where Athlete waived the right for “B” Sample analysis)” and request the athlete to submit a Statement</li> <li>• ITF prepares “Statement of facts” for hearing.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to <b>Appendix 3a</b> for “Notice for Hearing on Assertions of Anti-Doping Rule Violation (Where Athlete waived the right for “B” Sample analysis)”</li> </ul> <p>*Note: ITF/Hearing Panel can refer to <b>Appendix 4</b> “Case Study Worksheet” for more information on the types of ADRV and sanctions before commencing the hearing.</p>
	Hearing Panel issues the Decision.	<ul style="list-style-type: none"> <li>• The reasoned decision is to be issued to Athlete <b>within 20 days of the hearing.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Refer to <b>Appendix 5</b> for Cover letter.</li> <li>• Refer to <b>Appendix 6</b> for “Reasoned Decision”.</li> </ul> <p>*Note: If the Athlete <b>does not appeal within 21 days</b> of receiving the decision, <b>the case will be closed</b>. (Note that it is not necessary to receive the Athlete’s acceptance of the decision in writing). If Athlete appeals, proceed to Step 4A(II).</p>

IF NO APPEAL, CASE CLOSED AFTER STEP 4A(I).			
4A (II)	Athlete chooses to <b>Appeal</b> the decision.	<ul style="list-style-type: none"> <li>• Athlete has <b>21 days</b> to appeal upon notification of the Decision</li> <li>• ITF to               <ul style="list-style-type: none"> <li>○ put together an Appeal Panel (for National Athlete)</li> <li>○ prepare "Appeal Brief"</li> </ul> </li> </ul>	
	After the Appeal, a reasoned Decision will be made.	<ul style="list-style-type: none"> <li>• The Appeal reasoned Decision is to be issued to Athlete <b>within 20 days of the Appeal Hearing.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reference can be taken from <b>Appendix 5 &amp; 6</b></li> <li>• <b>Case closed</b></li> </ul>
CASE CLOSED AFTER STEP 4A(II).			
4B	Athlete <b>denies the charge and requests the "B" sample analysis</b>	ITF informs the Lab to proceed with the analysis of the "B" Sample.	<ul style="list-style-type: none"> <li>• Analysis should be done within <b>7 days</b> from Athlete's response.</li> <li>• If Athlete wishes to witness the opening of the "B" Sample, date and time needs to be coordinated with the Lab and Athlete.</li> </ul>
<ul style="list-style-type: none"> <li>• If result is Negative (does not confirm "A" Sample), Case Closed after Step 4B. ITF to inform WADA, NADO and Athlete.</li> <li>• If result is Positive (Confirms "A" Sample), Lab to inform WADA, NADO, ITF via ADAMS (and might also be sent by email depending on agreement with the Lab), and then proceed to Step 4A(I)*.</li> <li>• In any case where it is determined, after a hearing or appeal, that the Athlete or other Person did not commit an anti-doping rule violation, the fact that the decision has been appealed may be Publicly Disclosed. However, the decision itself and the underlying facts may not be Publicly Disclosed except with the consent of the Athlete or other Person who is the subject of the decision. The Anti-Doping Organization with Results Management responsibility shall use reasonable efforts to obtain such consent, and if consent is obtained, shall Publicly Disclose the decision in its entirety or in such redacted form as the Athlete or other Person may approve.</li> </ul> <p><i>* Note: For the Step on Preparation of Hearing, ITF will notify the Athlete by sending the "Notice of B Sample Result and Hearing on Assertion of ADRV" (Where Athlete requested "B" Sample analysis)</i></p>			