

## **APC Handbook**

### **Chapter 2.2.2 – Medical & Sports Science Committee**

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**Asian  
Paralympic Committee**

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## **1 Function**

### **1.1 Authority**

The APC Medical & Sport Science Committee (MSSC) is accountable to the APC Executive Board (EB).

The APC Medical & Sport Science Committee shall have no authority that does not come from the Executive Board; the APC Executive Board has the sole power to grant authority to the APC Medical & Sport Science Committee.

### **1.2 Role**

The MSSC shall have the following roles:

- Be responsible for all medical and general regulations regarding to medical affairs.
- Be responsible for doping control in Asian Para Games and Asian Youth Para Games.
- If applicable, examine TUE applications and grant approval.
- Be responsible for organising classification evaluation in Asian Para Games and Asian Youth Para Games.
- Be responsible for the promotion of the sport medical science in the region.
- Advise and provide recommendations to the APC Executive Board on the medical and sport science field.
- Approve the Medical and Sports Science Committee representative to external conferences with sports medical interest.
- Promote anti-doping and classification education in the region.
- Make recommendations for amendments to the by-laws of the Medical and Sports Science Committee.
- Carry out all duties assigned to it by the APC Executive Board.

## **2 Structure**

### **2.1 Composition**

The MSSC shall consist of a Chairperson, appointed by the APC Executive Board from among the nominations received from the APC members, and a maximum of fifteen (15) members as determined in article 3 of this by-law.

### **2.2 Reporting**

Written reports/minutes of all MSSC meetings shall be produced for distribution to the APC Executive Board and MSSC members; all reports shall be archived at the APC headquarters. The Chairperson of the MSSC shall approve the reports/minutes prior to distribution.

The APC CEO shall ensure that recommendations to the APC Executive Board resulting from MSSC meetings are included on the agenda of the APC Executive Board meetings and that the subsequent decisions from the APC Executive Board are communicated to the members of the MSSC.

The Chairperson of the MSSC may be invited to attend the meetings of the APC Executive Board and/or may be invited to give a verbal report at the meeting of the APC Executive Board on a specific topic.

A report on the activities of the MSSC will be developed by the Chairperson of the MSSC and will be included in the overall biennial report to the APC General Assembly.

## 3 Membership

### 3.1 Members

Members of the MSSC shall be, in addition to the Chairperson appointed by the APC Executive Board, a maximum of fifteen (15) members selected by the Chairperson from among the nominations received from the APC members. Members shall be legally qualified in their own country and have an interest in sports for people with an impairment. Membership to the MSSC shall be open to medical doctors and experts of the relevant fields of the committees/sub-committees nominated by National Paralympic Committees (NPCs).

Members of the MSSC shall be divided into three (3) Committees, according to their experience and background:

- Medical Committee: responsible for the medical matters in general including anti-doping matters;
- Sports Science Committee: responsible for co-ordinating and encouraging research and education in the field of sports science for people with an impairment;
- Classification Committee: responsible for co-ordinating classification evaluation programme in the APC events and education on classification

### 3.2 Term of office

Members of the MSSC shall normally serve from four (4) years corresponding to the term of office of the APC Executive Board members. Members may be re-appointed to serve for a next term, there are no limitations to the number of terms members can be re-appointed to the MSSC.

Membership to the MSSC may be terminated by the APC Executive Board following the annual review of the appointments and/or following the recommendation of a two-thirds (2/3) majority of the full MSSC, for reasons of not fulfilling his/her duties or any other serious breaches of APC rules and regulations.

Any individual member of the MSSC may resign at any time for personal reasons, subject only to the requirement that he/she informs the APC President in writing of such decision.

### 3.3 Vacancies

Any vacancy shall be filled by an appointment at the next meeting of the Committee after the vacancy has occurred. The person appointed shall serve the balance of the term vacated.

## 4 Meeting

The Chairperson of the MSSC presides over all meetings of the Committee. If the Chairperson is absent due to unavoidable circumstances, any member designated by the MSSC may preside over the meeting.

The Chairperson will convene meetings when appropriate, or upon request of the APC Executive Board and/or upon request of a majority of the members of the Medical & Sport Science Committee. There shall be at least one meeting of the Medical & Sports Science Committee each year.

The quorum shall be 50% of the members. All attending members have voting rights, including the Chairperson. Decisions shall be made by a simple majority of members present voting. When there is a tie, the Chairman shall have a casting vote.

Where possible, thirty (30) days-notice of the meetings will be given to all members of the MSSC, but in exceptional situation the MSSC may agree to meet at shorter notice.

The agendas and meeting papers shall be circulated with the notice of the meeting or as soon as practicable thereafter.

## 5 Sub-committees

### 5.1 Definition

The MSSC may establish such working group (called sub-committee) to advise the relevant Committee on specific matters.

There are currently four (4) sub-committees, all under the Medical Committee:

- Anti-Doping sub-committee: responsible for the regulation and administration of doping control and testing as a whole.
- TUE sub-committee: responsible for examining TUE applications and grant an approval.
- Result Management sub-committee: responsible for development the APC Anti-Doping Rules and result management as mentioned in 8.2 of APC Anti-Doping Rules.
- Disciplinary sub-committee: composed with at least three (3) members including the President of APC and responsible for making a disciplinary decision to an adverse analytical findings based on the 8.1 and 8.2 of the APC Anti-Doping Rules.

### 5.2 Membership

Members shall be:

- The members of the respective Committee, divided among the sub-committees according to their field of expertise;
- Other members appointed by the MSSC Chairperson after suggestion from the relevant Committee from among the nominations received from the APC membership.

Each of the sub-committees shall consist of a maximum of four (4) members, who shall serve for a period of four years. Any vacancy shall as far as possible be filled out by co-option.

The MSSC Chairperson is an ex-officio member of the sub-committees.

### **5.3 Meetings**

Each sub-committee shall convene at least one meeting per year.

Other meetings shall be convened at the request of the APC Executive Board or of the MSSC.

Thirty days (30) notice of meeting shall be given to the sub-committee members. A tentative agenda shall accompany the notice.

A minutes' secretary shall be appointed and shall be responsible for keeping an accurate record of the meeting.

Minutes shall be submitted to the relevant Committee and to the MSSC.

## **6 Motions**

### **6.1 To the MSSC**

Motions for consideration by the MSSC shall be submitted to the MSSC members as soon as possible and should not be less than two weeks before a meeting. The MSSC may consider matters that are urgent and important at shorter notice.

### **6.2 To the APC General Assembly**

The MSSC has the right to submit motions to the APC General Assembly through the APC Executive Board, and subject to compliance with the 'Administrative Procedures to be followed prior to APC General Assemblies'.

The APC Executive Board may make further recommendations to the APC General Assembly on all motions submitted by the MSSC.

## **7 Finances**

### **7.1 Annual budget**

The Chairperson of the MSSC will, in co-operation with the APC CEO, produce a budget for the MSSC. The MSSC budget will be included in the overall APC budget and submitted for approval to the APC Executive Board and the APC General Assembly in accordance with the APC financial policies.

### **7.2 Meeting budget**

Whenever possible, the APC will support the logistics and costs for the organisation of one MSSC meeting per year (i.e., meeting of the Medical Committee, Sports Science Committee and Classification Committee only). This might include costs of the meeting room rent, meals around the meeting, accommodation and flight tickets, but will have to be confirmed by the APC before each meeting.

MSSC members are always encouraged however to finance their own flight and accommodation costs (either individually or with the support of their NPC).

### **7.3 Other financial regulations**

Any financial regulation for the MSSC shall be in compliance with the financial procedures issued by APC headquarters from time to time.

## **8 Dissolution**

The MSSC can only be dissolved by a decision of the APC Executive Board.

## **9 Amendments of by-laws**

Any amendment proposed to the bylaws of the MSSC shall be subject to approval by the APC Executive Board.

## Appendix

### Organisation chart - MSSC

