



World ParaVolley

POSITION DESCRIPTION

Position Title:	Team Leader, Anti-Doping Commission
Method of Appointment:	Following application, recommended by the Medical Director for Board approval
Period of Office:	To the end of 2025
Responsible to:	Medical Director
Date Updated:	August 2023

.....

Organisation statement:

World ParaVolley is a member of the Paralympic movement and is recognised by the International Paralympic Committee (IPC) and the International Volleyball Federation (FIVB) as the sole International Federation with worldwide governance responsibility for the development of the ParaVolley disciplines of sitting volleyball and standing beach paravolley. The Mission of *World ParaVolley* is to encourage the growth and development of ParaVolley for athletes with a physical impairment in all nations of the world through a structured program of competition, development and promotion, aimed at recruiting athletes and officials to join the worldwide ParaVolley community.

.....

Description of Position:

The Team Leader of the Anti-Doping Commission is responsible for anti-doping matters relating to the disciplines of World ParaVolley and the effective functioning of the Commission. The main focus of this position is to ensure compliance with the WADA Anti-Doping Code. This is a volunteer position that requires a significant time commitment.

Reporting and Working Relationships:

The Team Leader of the Anti-Doping Commission reports to the Medical Director and works co-operatively with the Zone Confederations, the Sport Director, appointed Technical Delegates and the local organising committees of events.

Duties and Responsibilities:

- Regularly liaise and communicate with the Medical Director by:
 1. Providing advice on all matters relating to doping control, TUEs, results management and intelligence gathering
 2. Providing advice on anti-doping processes and procedures at events

- Ensure up-to-date information is obtained on anti-doping matters by establishing and maintaining relevant networks and attending appropriate seminars and conferences.
- Ensure up-to-date and accurate information is disseminated to coaches, team doctors and athletes by regular communication before, during and after events.
- Ensure the efficient and effective functioning of the Anti-Doping Commission by regularly communicating on anti-doping matters with a focus on the latest WADA issues, trends and policies and the use of ADAMS.
- Ensure co-operation with the Scientific Research Commission and the Athlete Health and Medical Commission by recommending suitable topics for research.
- Ensure World ParaVolley remains compliant with the WADA Code and International Standards
- Work to meet the challenges listed below**
- Ensure proper processes are followed by complying with the constitution and policies established for the conduct of World ParaVolley activities.
- Complete WPV Safesport training and abide by the WPV Code of Conduct & Ethics
- Undertake any other reasonable duties as requested by the Medical Director.

Skills and Knowledge:

Essential:

1. Knowledge of the two disciplines of ParaVolley
2. An advanced knowledge of the WADA Anti-Doping Code and a detailed working knowledge of the anti-doping policies, testing systems and processes
3. An appropriate level of medical/allied health training and relevant qualifications
4. Ability to provide leadership to the Anti-Doping Commission and work within a team environment
5. Efficient and effective English communication skills and a working knowledge of information technology
6. An understanding of the structure, processes and procedures of World ParaVolley
7. A respect and appreciation of the needs of the ParaVolley athlete and the cultural differences within the World ParaVolley community

Desirable:

1. An understanding of the governance structure and strategies of WADA

Experience:

1. Medical and/or allied health professional experience with a focus on anti-doping matters
2. Practical experience in doping control including operational experience with ADAMS

**** 2023-25 Challenges**

1. Develop a Commission Operational Plan for 2024 and each individual year onwards
2. Conduct at least 3 on-line meetings with your Commission members per year, including the relevant Zone personnel
3. Conduct at least 2 Webinars on topics of your choice for general education purposes
4. Review and update your membership by filling vacancies as required, with a focus on female recruitment, developing HR capital for each Zone and seek Board approval for any changes proposed
5. Review and update the Commission's Terms of Reference and seek Board approval for any changes proposed

6. Become involved or continue involvement in the World ParaVolley e-learning movement for the education and training of Anti-Doping Commission Officials