

# THE JAMAICA ANTI-DOPING COMMISSION ANNUAL REPORT 2017/2018

# **TABLE OF CONTENT**

Section	Page
CHAIRMAN'S MESSAGE	
EXECUTIVE DIRECTOR'S MESSAGE	
ABOUT JADCO	
VISION & MISSION STATEMENTS	
BOARD OF DIRECTORS	
ANNUALREVIEW	
HUMAN RESOURCE MANAGEMENT	
COMMUNICATION AND EDUCATION	
TECHNICAL SERVICES	
FINANCIALSTATEMENT	
ACRONYMS	

# CHAIRMAN'S MESSAGE



The 2017-2018 financial year was a rewarding one for the Jamaica Anti-Doping Commission, despite the challenges we encountered. We continued to carry out an efficient testing programme and to partner with our stakeholders to ensure that our athletes, support personnel and the general public were kept up-to-date with relevant information on anti-doping. Most importantly, the obstacles we encountered were used as an opportunity to strengthen the operational processes at the Commission.

Most notable of our achievements in the 2017-2018 financial year was the increase in the number of tests carried out by the Commission. During the period 407 urine and 109 blood samples were tested. In addition to this, 27 contract tests were carried out. We were also able to provide anti-doping education to 957 athletes and 416 support personnel at various workshops across the island. Our impact continues to be far-reaching, as we provide anti-doping information locally and internationally through our JADCO and You television and radio programmes, our quarterly newsletter, True Spirit, our website and social media platforms.

I would like to thank the members of the JADCO team for their contribution to the success that we have had. There is no doubt that our achievements are due to the commitment of the team and the expertise that they have brought to the Commission. We would also like to thank the Board Directors for their sacrifice and support of our plans and activities.

In the upcoming financial year the Commission will continue to work towards fulfilling its vision of becoming the premier world class anti-doping organisation.

# **EXECUTIVE DIRECTOR'S REMARKS**

The 2017-2018 financial year was a productive one for the Jamaica Anti-Doping Commission, as we were able to improve both our testing and education programme. I am extremely happy that despite the tight schedules and setbacks we were able to achieve many of our goals.

During the period we continued to increase our partnership with both local and international stakeholders. Between April 2017 to March 2018, we partnered with the National Parent-Teacher Association of Jamaica (NPTAJ) to implement the JADCO/NPTAJ Anti-Doping Education Parenting Workshops. This project which served to provide parents of secondary school students with anti-doping education was implemented with funding from the United Nations Educational, Scientific and Cultural Organization (UNESCO). Our partnership with the Jamaica Medical Doctors' Association (JMDA) also continued during the period. This collaboration enabled medical doctors to share information on the health consequences of doping directly with athletes and support personnel at workshops organised by JADCO across the island. The Commission also partnered with Canadian Centre for Ethics in Sport when they signed a Doping Control Services Agreement during March 2018, which enabled both organisations to test athletes on behalf of each other.

Some of the highlights of the year were the awarding of the winners of the JADCO Poster Competition at the first in the 2017 series of the Junior Athletes Anti-Doping Education Workshops, which was held at the Jamaica Conference Centre (JCC) on Wednesday, October 4, 2017 and the successful staging of our annual JADCO Symposium which was held on January 25, 2018. The Jamaica Anti-Doping Commission prides itself on forging partnerships with our stakeholders, since without them we would not be able to accomplish our goals. On that note, I would like to thank our partners for their sterling contribution to the Commission and we look forward to another year of creating meaningful partnerships and moving forward united, as we remain committed to the fight against doping in sport.

# **Vision Statement**

To become the premier world class anti-doping organisation.

# **Mission Statement**

To foster a dope free environment in Jamaica that promotes the ethics and spirit of sport through education, testing, advocacy and coordination of an effective Anti-Doping Programme in Jamaica.

# **Values**



# **ABOUT JADCO**

The Government of Jamaica adopted the World Anti-Doping Programme and the World Anti-Doping Code on November 17, 2003. Following this, Jamaica became the 97th signatory state to the Copenhagen Declaration on Anti-Doping in Sport on February 10, 2004.

After this historic signing, an interim committee was created and the work of the anti-doping programme operated as a project under the Ministry of Sports. The primary responsibilities of the committee were to develop the anti-doping in sport policy framework and to ensure the finalisation of the drafting of the Anti-Doping in Sport Act.

On July 25, 2008, the Government of Jamaica passed the Anti-Doping in Sport Act. The Act established four independent bodies:

- The Jamaica Anti-Doping Commission (JADCO);
- The JADCO Therapeutic Use Exemption Committee (TUEC), which was appointed by the Commissioners (now the Board of Directors);
- The Jamaica Anti-Doping Disciplinary Panel and;
- The Jamaica Anti-Doping Appeals Tribunal, which were appointed by the Minister of Sport.

The Anti-Doping in Sport Act was revised in 2014, changing the names of the Disciplinary Panel and Appeals Tribunal to the Independent Anti-Doping Disciplinary Panel and the Anti-Doping Appeal Tribunal respectively.

The Jamaica Anti-Doping Commission (JADCO) was formally established in 2008 to execute the national anti-doping programme, in accordance with the standards stipulated by the international governing body, the World Anti-Doping Agency (WADA). JADCO is responsible for ensuring that all athletes comply with the World Anti-Doping Code, which is the document that harmonises regulations regarding anti-doping across all sport and all countries of the world.

The main functions of JADCO include the deterrence of doping through communication and education initiatives, the detection of doping through testing activities and investigations and the enforcement of anti-doping rules, by presenting cases of possible Anti-Doping Rule Violations (ADRVs) to the Independent Anti-Doping Disciplinary Panel.

JADCO is funded by the Government of Jamaica and is governed by a Board of Directors, which is appointed by the Minister of Sport. The Board of Directors appoint an Executive Director, who oversees five divisions:

- Executive Office
- Human Resource Management and Administration
- Finance and Accounts
- Technical Services
- Communication and Education

# **SENIOR DIRECTORS AND MANAGERS**

Executive Director
********
Mrs. Nadia Vassell
Director, Technical Services
********  Ms. Charlene Buckley  Director, Human Resource Management and Administration
********
Ms. Vanessa Reid-Ledford  Director, Communication and Education

Mr. Delgado Smith

\*\*\*\*\*

# Manager, Finance and Accounts

# **BOARD OF DIRECTORS**



Mr. Alexander Williams Chairman



Mr. Aldrick McNab Deputy Chairman



Mr. Gary Peart Director



Ms. Cheanette Stobbs Director



Ms. Claudette Jones Director

# **BOARD OF DIRECTORS CONTD.**



Mrs. Debby Ann Brown-Salmon Director



Dr. Patricia Holness Director



Mr. Edward Shakes Director



Mrs. Sharon Donaldson Director



Dr. Peter Charles Director

# **BOARD OF DIRECTORS CONTD.**



Mrs. Florette Blackwood Director



Mr. Peter Chin Director



Mr. Zachary Harding Director

The financial year 2017-18 was another significant year for the Jamaica Anti-Doping Commission.

# **HUMAN RESOURCE MANAGEMENT & ADMINISTRATION**

# Annual Report 2017/2018

The Human Resource Management and Administration (HRM&A) Division for the fiscal year 2017/2018 sought to improve the functioning of the Jamaica Anti-Doping Commission (JADCO) through key initiatives in a well organized effort to maintain the staff compliment, improve on current training opportunities, increase staff morale and performance as well as create guidelines for staff development, benefits and retention.

# **Staffing**

The financial year 2017/2018 brought on new challenges as the Commission loss eight (8) members of staff across five (5) divisions through resignations and terminations as indicated in Table 1. All members were replaced prior to the end of the year through the recruitment and selection process, with officers who are deemed equally skilled and experienced.

#### Staff Turnover 2017-18

Division	Number of Staff
<b>Executive Office</b>	2
HRM and Administration	2
Technical Services	1
Communication and Education	2
Finance and Accounts	1

Table 1 showing breakdown of resignations for 2017-2018

In spite of earlier losses, the Commission continues to serve the sporting community with its full complement of nineteen (19) staff members as at March 31, 2018, broken down as under:-

Total number of employee by Division											
Technical Services	5										
Communication & Education	3										
Executive Office	3										
HRM&A	5										
Finance and Accounts	3										
Total	19										

At the end of the fiscal year JADCO's contracted technical employees amounted to 15 Doping Control Officers, 33 Chaperones and 4 Blood Collection Officers who continue to serve the Commission for outings and missions.

## **Training**

As part of the division's mandate to strengthen the capacity of employees serving through the Commission, two (2) officers assigned to the Commission were selected to participate in international events, to boost the capacity of staff members at conforming to international doping control procedures. Therefore:-

- One (1) Technical Officer was sent to the Canadian Centre for Ethics in Sport (CCES) Annual Doping
  Conference held for April 7-8, 2017 in Richmond B.C. Canada. This training enabled the Anti-Doping
  Team to receive international perspectives and current knowledge of Anti-Doping procedures and best
  practices that will increase Jamaica's competence at adhering to international standards.
- One (1) Doping Control Officer participated in the 2017 Commonwealth Youth Games in the Nassau Bahamas held for July 16-23, 2017. This was also supported as part of the ongoing training for contracted Doping Control Officers and Chaperones.

#### Administration

As the Commission sought to increase its publicity to educate sporting and non-sporting communities across Jamaica, the HRM&A was tasked with procuring website hosting and maintenance services for which Panmedia was selected through the tender process. This service puts the Jamaica Anti-Doping Commission on its way to reaching more personnel of the sporting and non-sporting communities. The Website contains information on:-

- The Jamaica Anti-Doping Commission
- The Testing Programme
- Rights and responsibilities of Athletes

- Banned substances
- Filing whereabouts information
- The Therapeutic Use Exemption Process

The site also presents current events that the Commission is engaged in as well as links to important sister sites such as WADA and CAS.

The Jamaica Anti-Doping Commission is committed to ensuring that our internal processes relating to financial, human resources, doping control, communication and education management are in accordance with established GOJ guidelines and laws. Notwithstanding procurement of the following services were contracted during the year in an effort at improving the Commission's adherence to these guidelines. These services include:-

- Auditing services
- Designer services for the new Athletes Nutrition Guide
- Special Mobile devices for increased communication between technical teams

#### **Pension Administration**

One significant change for the Commission in 2017/2018 was made in June 2017, when the members of the Retirement scheme managed by National Commercial Bank Insurance Company (NCBIC) voted to have the retirement age increase to 65. This will see members of the Commission retiring at 65 years instead of the previous sixty (60) years.

## **Organization Review**

The Commission's human capital is yet again being examined to identify inefficiencies in our operation and staffing levels. It became clear that in order for the Commission to deliver the services required by the Act, Rules, Code and associated International standards a review of the organization's structure was in order. It was also felt that in keeping with the strategic goals of the Human Resource function, which is to attract and retain quality, highly skilled employees, there was also a need for the provision of competitive salary and allowances to staff. Consequently, the Commission made a request to the Corporate Management Development Division (CMD) for a review of the organization structure and the staff from the CMD met with the Management team of the Commission to discuss another review of the structure.

# **Communication & Education**

Throughout the 2017-2018 financial year the Communication and Education Department continued to establish partnerships with our stakeholders. During this period JADCO collaborated with the National Parent-Teacher Association of Jamaica (NPTAJ) to host the JADCO/NPTAJ Anti-Doping Education Parenting Workshops under the theme "Preventing Doping: Parents Reach One, Teach One." The workshops were geared towards educating parents and guardians of secondary school student athletes and were implemented with funding from the United Nations Educational, Scientific and Cultural Organization (UNESCO). The team also continued to educate a wide variety of athletes and support personnel with information on the Jamaica Anti-Doping Programme, the World Anti-Doping Agency (WADA), the doping control process and the health consequences of doping.

#### **Public Education**

## 2017 Junior Athletes Anti-Doping Education Workshops

Over 400 secondary school student athletes and support personnel from across the island received anti-doping education during the 2017 series of JADCO's Junior Athletes Anti-Doping Education Workshops. The workshops were hosted in four regions across the island during the month of October 2017. The first workshop in the series was held at the Jamaica Conference Centre (JCC) on Wednesday, October 4, 2017 and catered to athletes and support personnel from schools in Kingston and St. Andrew, St. Catherine and St. Thomas. The second workshop was held at the Golf View Hotel in Manchester on October 12, 2017 and catered to athletes and support personnel from schools in Clarendon, Manchester and St. Elizabeth. Following this, workshops were held at The Wexford Hotel in St. James on Wednesday, October 18, 2017 for athletes and support personnel from schools in Westmoreland, Hanover, St. James and sections of Trelawny and at The Cardiff Hotel and Spa in St. Ann on Wednesday, October 25, 2017, for athletes and support personnel in St. Ann, St. Mary, Portland and sections of Trelawny. At the workshops, participants received values-based

education and were involved in discussions that focused on the functions and responsibilities of JADCO, the doping control process and the health consequences of doping.

The Commission also used the workshop to award the winners of the 2017 JADCO Poster Competition for secondary school students. The winners were awarded on Wednesday, October 4, 2017, at the Jamaica Conference Centre, in Kingston, at the first in the 2017 series of Junior Athletes Anti-Doping Education Workshops. Kadhia Pryce, a fifth form student at Montego Bay High School, received the top prize of \$30,000 and a trophy. Rushaè Alexander, of Hydel High School walked away with \$20,000 and a trophy for placing second in the competition and Kiana Atkinson, also of Montego Bay High School was awarded \$15,000 and a plaque for third place. Rhordann Kildare of Glenmuir High School and Kayla Brooks, also of Hydel High School, walked away with fourth and fifth place prizes respectively. The competition ran from October 12, 2016 to April 28, 2017 and was open to students from secondary schools across the island. The competition provided secondary school students across Jamaica with an opportunity to demonstrate their creativity by designing a poster for JADCO under the theme, "No Dope To Cope".

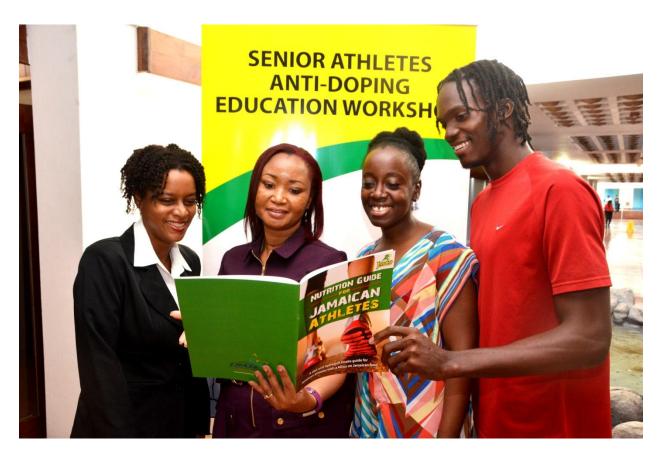


Winners of the JADCO Poster Competition, Kadhia Pryce (2nd right), Montego Bay High School, Rushaè Alexander (r), Hydel High School, Kiana Atkinson (c), Montego Bay High School, Rhordann Kildare (I), Glenmuir High School and Kayla Brooks (2nd left), Hydel High School pose for our lenses after collecting their prizes.

# 2017 Senior Athletes Anti-Doping Education Workshop

A total of 50 individuals were present at JADCO's fourth annual Senior Athletes Anti-Doping Education Workshop which was held at the Jamaica Conference Centre on Saturday, November 18, 2017. Invitees to the workshop included national and international level senior athletes and their support personnel. At this event, participants were introduced to JADCO's Nutrition Guide and Sports Nutritionist Dr. Christine Fray-Aiken, one of the authors of the Nutrition Guide delivered a presentation on nutrition and the professional athlete.

The workshop also included presentations on the functions and responsibilities of JADCO, the doping control process and the health consequences of doping. Medical practitioner, Dr. Jodi-Ann Smith, a representative from the Jamaica Medical Doctors' Association (JMDA), delivered the presentation on the health consequences of doping.



(L-r) Nadia Vassell, Director of Technical Services, Jamaica Anti-Doping Commission (JADCO) discusses the benefits athletes can obtain from the recently published Nutrition Guide with Dr. Christine Fray-Aiken, Sports Nutritionist and one of the authors of the Nutrition Guide, Dr. Patrice Simmonds-Brooks, Medical Practitioner of Netball Jamaica and Ackeam Phillips, athlete, Jamaica Surfing Association. The occasion was the fourth annual Senior Athletes

Anti-Doping Education Workshop, which was held at the Jamaica Conference Centre in Kingston on Saturday, November 18, 2017. The Nutrition Guide was distributed to senior athletes at the event.

# 2018 JADCO Symposium

Over 70 athlete support personnel turned out to support the fourth annual JADCO Symposium which was held at the Jamaica Conference Centre on Thursday, January 25, 2018, under the theme, "Therapeutic Use Exemption and You." The guest speaker at the event was Dr. Kevin Jones, Chairman of the Jamaica Anti-Doping Commission's Therapeutic Use Exemption Committee (TUEC). He delivered a presentation on the importance of acquiring a Therapeutic Use Exemption. Participants at the event included members of sporting associations and federations, professional groups, secondary school teachers and sport administrators. The

objective of the symposium was to help athlete support personnel understand the importance of the TUE and the process athletes have to follow to obtain a TUE certificate.



Alexander Williams, (2nd right) Chairman, Jamaica Anti-Doping Commission (JADCO) and Dr. Kevin Jones, (r) Chairman of JADCO's Therapeutic Use Exemption Committee (TUEC) discuss the benefits of athletes acquiring a Therapeutic Use Exemption Certificate with Howard Bell, (2nd left) General Manger of the Jamaica Football Federation National Teams and Adrienne Anderson, (I) of the Nurses Association of Jamaica. The occasion was the fourth annual JADCO Symposium, held for athlete support personnel at the Jamaica Conference Centre in Kingston on Thursday, January 25, 2018.

# 2018 JADCO School Tour

During the months of February to March the JADCO School Tour successfully impacted 312 athletes and support personnel from five secondary schools within the parish of Manchester. The JADCO School Tour concluded in April 2018.

		Athlete	es	Athlete Support Personnel		Parents	Parents	
		Males	Females	Males	Females	Males	Females	
February 7, 2018	Mile Gully High School	56	40	1	4	0	0	101
February 22, 2018	May Day High School	13	6	0	1	0	0	20
February 28, 2018	Christiana High School	23	37	2	2	0	0	64
March 7, 2018	Winston Jones High School	33	16	3	1	1	6	60
March 14, 2018	Manchester High School	17	50	0	0	0	0	67
Total		142	149	6	8	1	6	312



Colleen Cohen (r), Public Relations and Education Officer at JADCO, discusses the importance of fair play with Purline Taylor-Foster (I), Nurse of Christiana High School and student athletes Amoy Foster (2nd left) and Raldeno Forbes (2nd right). The occasion was an anti-doping education workshop held at the institution on Wednesday, February 28, 2018, as part of the 2018 series of the JADCO School Tour.

# **Education Outreach Activities for the 2017-2018 Financial Year**

Date	Association/Federation/	Location	# of Participants						
	Professional Club/ Institution		Atl	hletes	Suppor		Total		
			Males	Females	Males	Females			
Apr-17									
	JADCO/NPTAJ	Jamaica	0	0	0	12	12		
6	Anti-Doping Education	College							
	Parenting Workshop								
	2017 CARIFTA Games	Jamaica	40	36	2	0	78		
13	Anti-Doping Education	Athletics Administrative							
	Workshop	Office							
	JADCO/UWI		37	25	2	0	64		
20	Anti-Doping Education	UWI, Mona							
	Workshop								
20	JADCO/Deaf Sport Anti-	Sports	25	8	2	4	39		
28	Doping Education	Development Foundation							
	Workshon	T Gariage (Gr							
May-17									
4	JADCO/NPTAJ Anti-Doping Education Parenting Workshop	Church Teachers' College	0	0	2	15	17		
13	Senior Athletes Seminar	Jamaica Conference Centre (JCC)	5	5	3	5	18		
June-17									
7	JADCO/Youth Crime Watch Jamaica (YCWJ) Anti-Doping Education Workshop	Sir Howard Cooke Character Development Centre in Nannyville, Kingston	2	0	11	2	15		
22	JADCO/NPTAJ Anti-Doping Education Parenting Workshop	William Knibb Memorial High School	0	0	5	15	20		
July-17									
11	JADCO/JRFU Anti-Doping Education Workshop	Jamaica Rugby Football Union Office	24	3	0	0	27		

15	JADCO/JABBFA Anti-Doping Education Workshop	Knutsford Court Hotel	10	8	1	2	21
19	Racers Track Club Summer Camp	UWI, Mona	15	13	3	5	36
Aug-17							
16	JADCO/JBSA Anti-Doping Education Workshop	Jamaica Olympic Association (JOA)	5	3	1	1	10
Oct-17							
4	Junior Athletes Anti-Doping Education Workshop	Jamaica Conference Centre (JCC)	57	62	26	19	164
12	Junior Athletes Anti-Doping Education Workshop	Golf View Hotel	53	47	24	10	134
18	Junior Athletes Anti-Doping Education Workshop	The Wexford Hotel	24	19	7	5	55
25	Junior Athletes Anti-Doping Education Workshop	Cardiff Hotel and Spa	15	26	7	6	54
Nov-17							
18	Senior Athletes Anti-Doping Education Workshop	Jamaica Conference Centre (JCC)	25	11	9	5	50
Jan-18							
25	JADCO Symposium	Jamaica Conference Centre (JCC)	3	1	57	18	79
Feb-18							
7	JADCO School Tour	Mile Gully High School	56	40	1	4	101

and the same of th							
22	JADCO School Tour	May Day High School	13	6	0	1	20
28	JADCO School Tour	Christiana High School	23	37	2	2	64
Mar-18							
7	JADCO School Tour	Winston Jones High School	33	16	4	7	60
13	UWI Mona Regional Disability Studies Conference	UWI Mona Regional Headquarters	0	4	32	67	103
14	JADCO School Tour	Manchester High School	17	50	0	0	67
19	2018 Commonwealth Games Anti-Doping Education Workshop	Public Broadcasting Corporation of Jamaica (PBCJ) Boardroom	2	0	4	4	10
28	2018 CARIFTA Games Anti-Doping Education Workshop	Jamaica Athletics Administrative Office	28	25	0	2	55
TOTAL			512	445	205	211	1373
			957 Athletes	Total	416 Support sonnel	1373	

# **JADCO Booth at Sporting Events**

The Communication and Education team continued to disseminate information to our target audience by setting up a booth at the locations indicated in the table below:

Date	Event	Location			
June 3, 2017	Fédération Equestre Internationale (FEI) World Jumping Challenge	Kingston Polo Club			
June 24, 2017	National Junior Championships	National Stadium			
July 3, 2017	Blue Mountain Caribbean Junior Tennis Championship	Liguanea Club			
January 6, 2018	Pure Water/R. Danny Williams /Jamaica College Track and Field Invitational Development Meet	Jamaica College			
January 20, 2018	Central Hurdles and Relays	G.C. Foster College			
February 10, 2018	MILO Western Relays	Montego Bay Sports Complex			
February 23, 2018	World Junior Tennis U14 Trials	Tennis Jamaica			
March 1, 2018	Jamaica International Badminton Tournament	National Arena			
March 8, 2018	UWI Mona Sports Day	UWI, Mona Bowl			
March 20-24, 2018	2018 ISSA/Grace Kennedy Boys' and Girls' Athletics Championships	National Stadium			



Leo, the Dope Patrol Officer and Champs mascot, Champsy endorse the Say No To Doping Campaign on day four of the ISSA/GraceKennedy Boys and Girls Championships, which was held at the National Stadium from Tuesday, March 20 to Saturday, March 24, 2018.

# **Communication Activities**

# **JADCO and You**

During the 2017-2018 financial year, the Commission continued to air JADCO and You, a series of television and radio features which disseminates important information on anti-doping to the general public. The feature is aired quarterly on TVJ and monthly on 12 radio stations.



# **2018 Prohibited List**

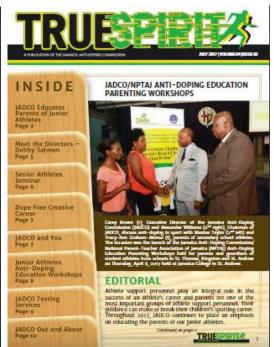
WADA issues a Prohibited List that comes into effect on January 1 each year. The Commission printed a total of 2000 Prohibited Lists to be distributed to all sporting associations and federations, athletes and their support personnel throughout the year.



# **True Spirit Newsletter**

The True Spirit is a quarterly newsletter which focuses on various aspects of anti-doping. The newsletter is sent to our stakeholders electronically and four editions were published during the 2017/2018 financial year.









# **Technical Services**

The Doping Control Process is a fundamental part of the Anti-Doping Programme as it is designed to:

- 1) Promote and protect the integrity of sport, and
- 2) Protect the health of athletes.

Testing is executed in accordance with the World Anti-Doping Code and the International Standards for Testing and Investigations and serves to deter athletes and their support personnel from using prohibited substances and methods. Testing also demonstrates athletes' compliance towards a drug free sport.

The Jamaica Anti-Doping Commission continues to be compliant with the World Anti-Doping Code and the International Standards when executing the Anti-Doping Programme.

For fiscal year 2017-2018, the Commission planned on conducting 500 tests; 400 urine and 100 blood. The target of 500 tests was surpassed.

The total tests conducted were 516, which included 407 urine and 109 blood. 27 urine tests in total were contracted for the year.

# Please see table

	Planned In comp		Planned In comp			ed out- mp	То	tal	Total planned	Executed in-	отр	Executed o	ut-comp	То	tal	Total executed
							Blood &							Blood &		
<u>Month</u>	Urine	Blood	Urine	Blood	Urine	Blood	Urine	Urine	Blood	Urine	Blood	Urine	Blood	Urine		
Apr-17	0	0	25	4	25	4	29	11	0	20	10	31	10	41		
May-17	15	0	19	3	34	3	37	(13con) 0	0	29	5	29	5	34		
Jun-17	95	40	10	0	105	40	145	(10 con) 96	40	10	0	106	40	146		
Jul-17	0	0	23	7	23	7	30	0	0	26	7	26	7	33		
Aug-17	0	0	23	6	23	6	29	9	4	13	4	22	8	30		
Sep-17	0	0	22	6	22	6	28	0	0	22	7	22	7	29		
Oct-17	0	0	21	5	21	5	26	0	0	23	5	23	5	28		
Nov-17	0	0	21	6	21	6	27	0	0	21	6	21	6	27		
Dec-17	0	0	22	5	22	5	27	0	0	23	5	23	5	28		
Jan-18	0	0	25	7	25	7	32	0	0	28	9	28	9	37		
Feb-18	0	0	25	6	25	6	31	(3 con)	0	(1 con) 27	7	27	7	34		
Mar-18	30	0	24	5	54	5	59	33	0	16	0	49	0	49		

•	Total	140	40	260	60	400	100	500	149	44	258	65	407	109	516
	Total Planned														
	for year	140	40	260	60	400	100	500							

# **Achievements**

- > 100% of the athletes in the Registered Testing Pool (RTP) informed of their whereabouts responsibilities.
- > Risk based Test Distribution Plan (TDP) developed.
- Mr. Tajae Smith, Sample Collection and Testing Manager, attended the CCES Doping Control Officer Conference in Vancouver Canada.
- > WADA visited the commission in April 2017.
- The four Refresher Workshops for the Doping Control Officers and Chaperones were conducted for the year. The workshops were held on 9<sup>th</sup> June 2017, 22<sup>nd</sup> September 2017, 8<sup>th</sup> December 2018 and 23rd March 2018.
- Ms. Angela Lee, our Lead Doping Control Officer, attended the Commonwealth Youth Games in the Bahamas where she participated as a Doping Control Personnel and was involved in the Athletes' Education Outreach Programme.

- ➤ Two Doping Control Officers, namely Ms. Angela Lee and Ms. Maxine Gayle savage, were selected by the PyeongChang Organizing Committee for the 2018 Olympic and Paralympic Winter Games, to participate in the 23<sup>rd</sup> Olympic Winter Games in PyeongChang as part of the International Doping Control Officer Programme. They participated in the Games from the 9<sup>th</sup> to 25<sup>th</sup> February 2018.
- > JADCO ramped up testing before the Commonwealth Games as was requested by the Commonwealth Taskforce.
- > JADCO signed a contract with the Canadian Centre for Ethics in Sport (CCES) in March 2018. This allows JADCO to provide Doping Control Services to CCES and vice versa for a fee.
- > A database was created to house all the demographic and testing information on athletes.
- > WADA Compliance report received and the implementation of the corrective active plan started.

# Registered Testing Pool

The Registered Testing Pool stands at 100 as at the end of the financial year.

#### Whereabouts Information

Thirty two (32) Whereabouts sessions were conducted for the year under the Whereabouts Management Programme for athletes in the Registered Testing Pool.

## Therapeutic Use Exemption (TUE) applications for April 2017 – March 2018

There were six (6) TUE applications for the year.

Name	Sport	Result/Sanction	AAF/Violation
Jason Livermore	Athletics	The athlete tested positive on two occasions and was charged with an Adverse Analytical Finding for both cases on the 8th February 2017. The cases were before the IADP on the 11th and 18th days of September 2017. The sanction was handed down on the 26th day of October 2017. The athlete was sanctioned for two (2) years.	2 Adverse Analytical Findings.

Sanctions and IADP rulings within 2017-2018.

Delmar Graham	BodyBuilding	The athlete was charged with an Adverse Analytical Finding on the 24th March 2017. The athlete admitted to the ADRV on the 3rd April 2017. The hearing before the IADP was held on the 14th July 2017. The sanction was handed down on the 7th December 2017. The athlete was sanctioned for a period of two (2) years.	Adverse Analytical Finding.
Dwayne Walker	BodyBuilding	The athlete was charged with an Adverse Analytical Finding on 11th October 2017. The IADP handed down a sanction on the 11th October 2018. The athlete was sanctioned for a period of four (4) years.	Adverse Analytical Finding

# **Statistical Data:**

# The following table illustrates doping control tests conducted during year 2017-2018 by discipline:

Disciplines	Number of	Urine Tests	Number of Blood Tests		
	In- Out-of- Competition Competition		In- Out-of- Competition Competiti		
Athletics	125	180	40	59	
Badminton	0	6	0	1	
Basketball	0	0	0	0	
Bobsleigh	0	4	0	0	
Bodybuilding	9	3	4	0	
Boxing	0	3	0	0	
Cricket	0	20	0	3	
Cycling	0	3	0	0	
Football	0	0	0	0	
Gymnastics	0	0	0	0	
Netball	0	25	0	1	
Para-Athletics	11	3	0	0	
Rugby	0	7	0	0	
Squash	0	1	0	1	
Swimming/Aquatics	4	1	0	0	
Table Tennis	0	0	0	0	
Taekwondo	0	2	0	0	
Tennis	0	0	0	0	
Volleyball	0	0	0	0	
	149	258	44	65	
Total	40	)7	10	)9	

Number of Males versus Females for Urine Tests for year 2017- 2018

Month		Male	Fe	Total		
	In					
	comp	Out of Comp	In comp	Out of Comp		
Apr 2017	8	8	3	12	31	
May 2017	0	17	0	12	29	
June 2017	52	6	44	4	106	
July 2017	0	15	0	11	26	
August 2017	6	5	3	8	22	
September 2017	0	11	0	11	22	
October 2017	0	16	0	7	23	
November 2017	0	15	0	6	21	
December 2017	0	9	0	14	23	
January 2018	0	14	0	14	28	
Feb 2018	0	15	0	12	27	
Mar 2018	15	10	18	6	49	
Total	81	141	68	117		
Total		222		185		

**Number of Males versus Females for Blood Tests for year 2017-2018** 

Month		Male	For	Female	
Month		IVIAIE	Out of		Total
	In comp	Out of Comp	In comp	Comp	
Apr 2017	0	7	0	3	10
May 2017	0	4	0	1	5
June 2017	19	0	21	0	40
July 2017	0	2	0	5	7
August 2017	4	4	0	0	8
September 2017	0	5	0	2	7
October 2017	0	4	0	1	5
November 2017	0	4	0	2	6
December 2017	0	1	0	4	5
January 2018	0	6	0	3	9
Feb 2018	0	5	0	2	7
Mar 2018	0	0	0	0	0
Total	23	42	21	23	
Total	<u>65</u>			<u>44</u>	<u>10</u>

# **FINANCE AND ACCOUNTS 2017-18**

**The Finance and Accounts Department** is dedicated to support the Jamaica Anti-Doping Commission (JADCO) in achieving its mission and vision.

The Core values of the Finance & accounts Department are the guiding principles that direct the day-to-day decision making by the Finance and Accounts personnel. Our values are:

- <u>Integrity:</u> We preserve the integrity of the accounting and reporting records through the diligent and thorough application of government regulations, guidelines and policies; through the accurate and timely completion of tasks; and through the appropriate documentation of transactions.
- Reliability: Perform our professional duties with dependability. Embrace accountability for our work and service. Fully understand and is responsive to the needs of those we serve and always strive for the highest level of performance.
- Respect: Treat those with whom we work and those we serve with civility and consideration. Actively strive to merit the respect, trust and confidence of colleagues, customers, and the public.
- <u>Diligence:</u> Exercise due professional care in the performance of every aspect of our work. Diligently devote our time, abilities, and energies to our responsibilities and duties.
- <u>Teamwork:</u> We work together to achieve our individual and common goals. We share knowledge, encourage and support each other, and respect individual differences.
- <u>Customer Service:</u> We serve our customers by performing our tasks in a timely, consistent and accurate manner. When interfacing with our customers, we are polite, friendly, professional and efficient.

# **KEY INITIATIVES**

GOAL #1: Provide Sound Financial Management to the Secretariat to ensure fiscal sustainability and effective decision making.

#### **Planned Actions**

**1.1** Coordinate the budget process.

- 1.2 Work closely with the Finance and Audit Committee and Department Heads.
- **1.2** Prepare budget forecast, driven by the Commission's strategic priorities and financial plan.
- **1.3** Prepare quarterly variance reports, annual financial statements in accordance with general accepted accounting principles.
- **1.4** Assist programme managers with the financial planning of their Division.

#### Outcomes and Performance Measures

- ✓ Preparation of Budget based on predetermined timelines by MoFP.
- ✓ Realistic and attainable plans and budget.
- ✓ Preparation of annual cash flow forecasts.
- ✓ Quarterly variance report.
- ✓ Enhanced budget process

# GOAL #2: Fiscal Responsibility

- To increase financial integrity and accountability; provide leadership in the fiscal reform implementation.

#### **Planned Actions**

- **1.1** Comply with GOJ accounting regulations and the Financial Administration and Audit Act (FAA Act).
- **1.2** Provide Programme Managers/ Head of Departments with the required financial management and accounting guidelines and regulations.
- **1.3** Foster and monitor compliance of the Commission with respect of the Fiscal Responsibility Framework now embedded in the FAA Act, GOJ staff order and the Public Bodies Management Act (PBMA)
- **1.4** Ensure accuracy in the accounting and payroll software.

## **Outcomes and Performance Measures**

Auditor findings minimised

GOAL #3: Timely and Accurate Financial Information that Contributes to the Improved Quality of the Finance and Accounts Division.

# **Planned Actions**

- 1.1 Through the Commissions accounting software (Peachtree), the Finance and Accounts Department will improve the reliability, usefulness, and timeliness of financial information
- 1.2 Provide easier access to more useful and reliable information. The Department will place emphasis on improving the quality, timeliness and integrity of GOJ/ financial data.
- 1.3 Ensure the timely and accurate payment of, and accounting for, salaries and wages to staff and associated deductions to the relevant bodies.
- **1.4** Ensure the timely and accurate payment for goods and services.
- **1.5** Reconcile all bank accounts promptly, and submit the bank reconciliations to MoFP as prescribed.
- **1.6** Ensure annual financial statements and reports meet the legal requirements detailed in the FAA Act and Instructions.
- 1.7 Maintain up to date accounts.

## **Outcomes and Performance Measures**

- Internal and MoFP reports completed accurately.
- Reports for MoFP and Auditor General submitted on time.

## GOAL #4: Facilitate Initiatives to Improve Communications and Employee Engagement.

The Finance & Accounts Division strives to maintain a positive working environment, where all its team members are engaged and where achievement is valued. The Division currently consist of two (2) employees. Its employees are encouraged to apply their talent, skills and knowledge in ways enabling them to deliver excellence via accuracy, timeliness and quality customer service. The following strategies are used to achieve this goal:

# **Planned Actions**

1.1 Provide developmental opportunities to employees. Finance is committed to providing ongoing training of its employees and provides tools to cultivate the best results. We recognize accounting is a unique profession with its own specialized skills, challenges and levels of expertise.

- 1.2 Communicate effectively with all stakeholders. The Department continues to build and expand on its communication systems and practices. Communication vehicles use includes formal and informal memorandums and emails to its stakeholders, an informative intranet site and information sharing meetings.
- 1.3 Through our values the Division intends to foster a participative environment where its team members (Finance Committee, Executive Director, Finance & accounts Manager and Accounting Technician) are involved in decision making. Each team member opinion is valued and therefore is motivated to produce excellence.
- 1.4 Establish consistent standards of performance for all team members. Validated job descriptions for each employee which will make them accountable for their duties.

## **Outcomes and Performance Measures**

- Equip staff with the right resources and training
- Knowledgeable and motivated staff
- Increased efficiency and effectiveness in operations

# Senior Management Emoluments

Position	Last Name	FirstName	Basic Pay (\$)	Motor Vehicle Upkeep (\$)	Mileage (\$)	Totals (\$)
Executive Director	Brown	Carey	2,810,856.00	894,416.00		3,705,272.00
Executive Director	Spence-Jarrett	June	119,492.25	99.243.41		418,659.31
Director of Communication & Education	Reid-Ledford	Vanessa	2,670,325.00	707,448.00	5,011.80	3,382,784.80
Director of Technical Services	Vassell	Nadia	2,670,325.00	707,448.00	94,691.00	2,670,325.00
Director of Human Resource &	D 11	Cl. 1	2.450.002.00	505 440 00	0, 010, 40	0.001.001.00
Administration	Buckley	Charlene	2,479,662.00	707,448.00	35,919.46	3,821,801.00
Finance & Accounts Manager	Smith	Delgado	2,202,571.00	707,448.00	9,456.00	2,945,938.46
TOTAL			12,953,231.25	3,724,208.00	145,078.26	16,944,780.57

Position	Last Name	First Name	Basic Pay (\$)	Travelling Allowance (\$)	Net Pay (\$)
Chairman	Williams	Alexander	84,000.00	_	63,000.00
Vice-Chairman	McNab	Aldrick	28,000.00	_	21,000.00
Member 1	Donaldson	Sharon	21,000.00	-	15,750.00
Member 2	Blackwood	Florette	,		
Member 3			31,600.00		23,700.00
Member 4	Chin	Peter	21,000.00	-	15,750.00
Member 5	Shakes	Edward	28,000.00	-	21,000.00
Member 6	Charles	Peter	35,000.00	-	26,250.00
Member 7	Harding Stobbs	Zachary	42,000.00		31,500.00
Member 8	Brown-	Cheanette	59,600.00		44,700.00
Member 9	Salmon	Debby-Ann	45,600.00		34,200.00
Member 10		Patricia	28,000.00		21,000.00
Member 11	Jones	Claudette	35,000.00	46,830.00	26,250.00
Member 12	Irving	Rachael	-	-	-
тот	Peart 'AL	Gary	14,000 472,800.00	46,830.00	10,500.00 291,600.00

FINANCE (Financial statements to be published after competition of audit)