



Transgender Medical Review Committee (TMRC) TERMS OF REFERENCE	
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Table of Contents

1.	TRANSGENDER MEDICAL REVIEW COMMITTEE (TMRC) OVERVIEW	3
2.	INTRODUCTION.....	4
3.	OVERVIEW OF THE TRANSGEDER POLICY (TP).....	4
4.	ROLES AND RESPONSABILITIES.....	4
4.1.	TMRC Roles and Responsibilities	4
4.2.	Boxing Canada Roles and Responsibilities	4
5.	TMRC MEMBERSHIP.....	5
5.1.	Members of the TMRC.....	5
5.1.1.	Chairperson	5
5.1.2.	Other TMRC Members	5
5.1.3.	Duration of Appointment	5
5.1.4.	Resignation Procedure	6
5.2.	Confidentiality.....	6
5.3.	Conflict of Interest.....	6
6.	TMRC MEETINGS	6
6.1.	Projected Schedule of Meetings.....	6
6.2.	Meeting Format.....	6
6.3.	Open and Closed Sessions	7
6.3.1.	Open Session	7
6.3.2.	Closed Session.....	7
7.	TME REVIEW CRITERIA AND GUIDELINES.....	7
7.1.	Policy Criteria	7
7.2.	Preparation of TME to the TMRC	7
7.3.	TMRC Communication of Findings and Recommendations.....	8
7.4.	Boxing Canada’s Response to TMRC Findings and Recommendations	8
7.5.	Amendments to the TMRC Charter	8
7.6.	Archiving of TMRC Activities and Related Documents.....	8
8.	APPROVAL AND SIGN-OFF.....	8



1. TRANSGENDER MEDICAL REVIEW COMMITTEE (TMRC) OVERVIEW

Committee Description

The role of this committee is to review the Transgender Medical Exemption (TME) provided by Transgender athletes and adjudicate on compliance with the Transgender Policy (TP). TMRC will provide adjudication to Boxing Canada. Boxing Canada will take this decision into account for the delivery of an annual competitive membership to the applying athlete.

TMRC Membership

- Members will disclose conflicts of interest and will be cleared of significant conflicts of interest and potential conflicts of interest in accordance with provisions in this charter.
- TMRC members will sign confidentiality agreements covering TMRC activities.
- Composition of membership will be: two physicians with expertise in the area pertaining to the sports medicine and/or gender re-assignment and one Ethicist. One of the three members will be designated as the chair
- Remuneration will be provided by Boxing Canada (or by mandated third party, if applicable) in accordance with standard procedures of the TMRC.

Reporting

- Data reviewed by the TMRC will be provided by Boxing Canada Committee coordinator responsible for these functions.
- Issues and recommendations identified by the TMRC will be provided to Boxing Canada by the TMRC chairperson in accordance with this charter.
- Details of closed session deliberations (e.g., minutes) will be considered privileged and not subject to disclosure except as required by law.



2. INTRODUCTION

The purpose of the Transgender Medical Review Committee (TMRC) charter is to define the roles and responsibilities of the TMRC, delineate qualifications of the membership, describe the purpose and timing of meetings, provide the procedures for ensuring confidentiality and proper communication, and outline the content of the reports.

The TMRC will function in accordance with ethical principles that have their origin in the Declaration of Helsinki and in compliance with the current Boxing Canada Transgender policy and applicable regulations.

The role of the TMRC is to provide adjudication on the adherence to the transgender policy in the review of the TME data during the boxing license issuance process or review of a reported change in transgender status.

3. OVERVIEW OF THE TRANSGEDER POLICY (TP)

The Boxing Canada Transgender Policy.

4. ROLES AND RESPONSABILITIES

4.1. TMRC Roles and Responsibilities

The role of the TMRC is to provide an independent review of the data provided in the TME and ensure just and unbiased adjudication of the adherence to the TP according to currently established policy and ethical standards. The TMRC reviews and evaluates all data provided with the applications: provincial competitive membership request, TME form and any supporting documents provide by the athlete.

The TMRC will:

- Meet (see TMRC Meetings) to review individual TME on a case by case basis.
- Communicate adjudication or concerns as appropriate.
- Operate according to the procedures described in this charter.
- Follow conflict of interest guidelines as detailed below (see TMRC Membership).
- Comply with confidentiality procedures as described below (see Confidentiality).
- Maintain documentation and records of all activities as described below (see TMRC Meetings, TMRC Reports).

4.2. Boxing Canada Roles and Responsibilities

The Boxing Canada will directly or through delegation:

- Assure the proper conduct of the TME process, maintain policy up to date.
- Assure collection of accurate and timely TME data.



- Compile and provide complete TME to the TMRC at least 7 days prior to the TMRC meeting.
- Promptly report potential edits or new documentation to TME prior to the TMRC meeting.
- Prepare summary TME to be reviewed by the TMRC.
- Communicate decision final to athletes.
- Provide funding for the TMRC operation.
- Attend meeting or invite and coordinate potential witness to promptly respond to any questions from the TMRC.

5. TMRC MEMBERSHIP

5.1. Members of the TMRC

Boxing Canada will be responsible for the formation of the TMRC. The members of the TMRC will reflect the disciplines and medical specialties necessary to interpret the data from the TMEs. and to fully adjudicate on the data reviewed and provide recommendation to Boxing Canada on the delivery of an annual boxing license to the requesting athlete. As such, TMRC members will consist of three members, of which two are physicians and one other person who is trained in ethicist.

As characteristic qualifications, members will:

- Work professionally and meet qualifications for their respective professions as (e.g., specialty physicians, statistician, ethicist).
- Comply with accepted practices of their respective professions.
- Comply with the conflict of interest and ensure that members do not have serious scientific, financial, personal, or other conflicts of interest related to the conduct, outcome, or impact of the TME according to the guidelines specified below. See conflict of interest statement below.

5.1.1. Chairperson

The chairperson has some previous experience in TMRC membership or on the chairmanship of a scientific committee.

The chairperson is appointed by the Board of Boxing Canada.

5.1.2. Other TMRC Members

The other members are appointed by the Board of Boxing Canada.

5.1.3. Duration of Appointment

In order to facilitate continuity of review, each TMRC member will be expected to serve for the duration of the three years or longer.



5.1.4. Resignation Procedure

In the event that a TMSB member is unable to continue participation, a letter officially documenting the reason and effective date of resignation must be provided to the TMRC and a replacement member will be selected by Boxing Canada Board of Directors.

5.2. Confidentiality

All data provided to the TMRC and all deliberations of the TMRC will be privileged and confidential. The TMRC will agree to use this information to accomplish the responsibilities of the TMRC and will not use it for other purposes. No communication of the deliberations or recommendations of the TMRC, either written or oral, will occur except as required for the TMRC to fulfill its responsibilities. Individual TMRC members must not have direct communication regarding the review of the TME outside the TMRC (including, but not limited to the Boxing Canada, athletes, coaches or officials except as authorized by the TMRC.

Ex-members (those disqualified or those who have resigned), must keep confidential any information they have received during their tenure on the TMRC

5.3. Conflict of Interest

In order to protect the safety and integrity of requesting athletes and Boxing Canada, the TMRC membership is restricted to individuals free of apparent significant conflicts of interest. The source of these conflicts may be financial, scientific, ideological in nature. TMRC members should not have relationship with any of the athletes or Boxing Canada leadership that could be considered reasonably likely to affect their objectivity. The members of the TMRC may not be employees of Boxing Canada. No member may be an athlete, coach or official of Boxing Canada

TMRC members will sign a non-conflict of interest statement which will be on file with Boxing Canada.

6. TMRC MEETINGS

6.1. Projected Schedule of Meetings

Two meetings will be held to review TME. One meeting at the beginning of the season and one meeting in the middle of the season. One additional meeting will be held to serve as an organizational meeting. Also note that ad hoc meeting may be held at the request of Boxing Canada.

6.2. Meeting Format

TMRC meetings will generally be conducted by videoconference and coordinated by Boxing Canada. All the TMRC members are expected to be present to hold a TMRC meeting. Final decisions of the TMRC should be made by unanimous vote. However, if this is not possible, majority vote will decide. TMRC Chair will facilitate data presentation and follow-up



reporting, unless deemed not necessary by the TMRC. The meetings will include both open and closed sessions as described below.

In the case where adjudication is not possible with the data provided, the TMRC may request additional data or potential discussion with a witness during the next open session. Documentation of this process will be kept by Boxing Canada.

6.3. Open and Closed Sessions

6.3.1. Open Session

Open session may be attended by representatives of Boxing Canada, key witnesses and the athlete, all subject to approval by the Chairperson. Data presented in the open session may include all documents provided with the TME. Minutes of the open session will be recorded by the coordinator. Minutes will be finalized upon signature of the Chairperson and maintained by Boxing Canada.

6.3.2. Closed Session

The closed session will be restricted to the TMRC members. Data of each TMEs will be analyzed and discussed on a one-by-one basis only in the closed session. The minutes of the closed session will be recorded by the coordinator or TMRC designee. Minutes from the closed session will be recorded separately from the minutes of the open session. Closed session minutes, finalized by signature of the chairperson, will be maintained in confidence and retained in a secure and access limited server by the Boxing Canada.

Following each meeting, a report separate from the minutes of the open and closed sessions will be sent to Boxing Canada describing the TMRC recommendations and rationale for such (see TMRC Communication of Findings and Recommendations).

7. TME REVIEW CRITERIA AND GUIDELINES

Guidance for the conduct of TME review are based on the Boxing Canada Transgender Policy (TP). The TMRC members will review TME data and conduct a full adjudication before determining if adherence to the TP is met.

7.1. Policy Criteria

The TMRC may recommend granting a TME if the General and Specific Competition Eligibility requirements of the TP are met.

7.2. Preparation of TME to the TMRC

Boxing Canada will prepare and distribute TME Packages (Membership form, TME for and supporting documents) to the TMRC. The TME will be delivered electronically approximately 7 calendar days prior to the date of each TMRC meeting.



7.3. TMRC Communication of Findings and Recommendations

Following the meeting and within 48 hours of the meeting, the chairperson will send findings and recommendations of the TMRC in writing to Boxing Canada

These findings and recommendations can result from both the open and closed sessions of the TMRC. If these findings include a non-adherence or require follow-up action, the Chairperson will also promptly notify Boxing Canada. If follow-up action are required, all efforts should be taken to ensure that this is done promptly and if feasible final review and adjudication can be performed remotely outside of an official TMRC meeting via email with each TMRC members in order to limit delays.

7.4. Boxing Canada's Response to TMRC Findings and Recommendations

Boxing Canada will review and respond to the TMRC recommendations. The recommendations of the TMRC will not be legally binding but require professional consideration by the recipients. It is recognized that the Boxing Canada may need to consult with other consultants before finalizing the response to the TMRC. Upon receipt, the TMRC will consider the Boxing response and will attempt to resolve relevant issues, resulting in a final decision. Appropriate caution will be necessary during this process to avoid compromising the athlete's and Boxing Canada integrity. Boxing Canada will communicate the final decision to the Athlete.

7.5. Amendments to the TMRC Charter

This TMRC charter can be amended as needed during the course of the study. Information to be included as amendments will be any modifications or supplements to the reports prepared for the TMRC, as well as amendments to other information addressed in this charter. All amendments will be documented with sequential version numbers and revision dates and will be recorded in the minutes of the TMRC meetings. Each revision will be reviewed and agreed upon by both Boxing Canada, and the TMRC. All versions of the charter will be archived in accordance with this document (see Archiving of TMRC Activities and Related Documents).

7.6. Archiving of TMRC Activities and Related Documents

All documentation and communication of the TMRC will be dated, filed and archived at Boxing Canada. Access to archived data will be controlled by Boxing Canada which will release the information only as specified in this charter or as required by law.

8. APPROVAL AND SIGN-OFF

This Terms of Reference should be signed and approved by all TMRC members and a representative of Boxing Canada. The signature page to be completed is provided in Appendix I.



Appendix I. TMRC Member and Boxing Canada Signature Page

Information

Role: TMRC Chair _____ Member _____ Boxing Canada Representative _____

Name:

Affiliation:

Phone:

Fax:

E-mail address:

Re: TMRC Charter Version Date: _____

TMRC members:

- I have reviewed the attached TMRC Terms of Reference and approve it as written.
- I understand my role as a member of this TMRC.

Boxing Canada representative:

- I have reviewed the attached TMRC Terms of Reference and approve it as written.

Signature: _____ Date: _____