GOVERNMENT OF BERMUDA

Ministry of Tourism, Culture and Sport

PATI Information Statement

Name of Public Authority: Bermuda Sport Anti-Doping Authority

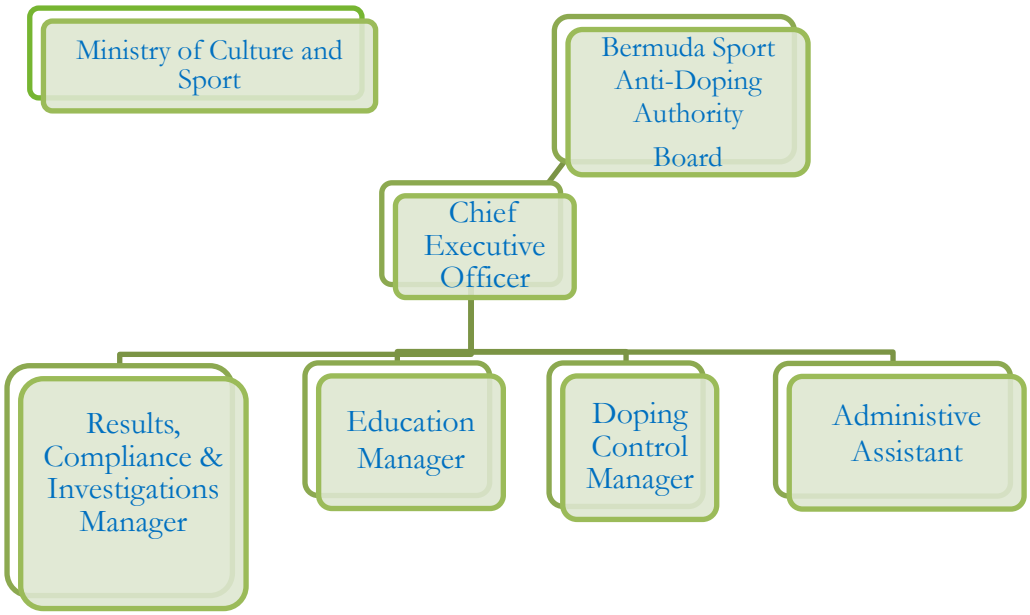
Introduction:

The following document is the Information Statement for the Bermuda Sport Anti-Doping Authority (BSADA). Every public authority covered by the Public Access to Information Act 2010 has a legal duty to maintain an information statement.

The purpose of this document is to make information readily available to the public, to encourage authorities to proactively publicize information and to develop a culture of harmonization.

The information provided includes the following, Organizational structure of the Authority, governing legislation, functions and powers, services and programs, information held - grouped into decision making, administrative or other record, further information (includes financial), contact details for the information officer and locations of the information statement.

Section A: Structure, Organization and Legislation [s5(1)a]



Legislation

Anti-Doping in Sport Act 2023.

Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

The mandate of the Bermuda Sport Anti-Doping Authority is to develop and maintain its status as the National Anti-Doping Organization for Bermuda, which necessitates complete compliance with the World Anti-Doping (WADA) Code.

The mission of the Bermuda Sport Anti-Doping Authority is to prevent, detect, and deter the use of illicit drugs and banned practices by delivering education and testing services to the sporting community in Bermuda.

Bermuda Sport Anti-Doping Authority is comprised of the following:

Board Members - the Minister of Tourism, Culture and Sport appoint them. The number of board members range from a minimum of seven (7) to a maximum of thirteen (13).
Michael Smith – Chairman
Anthony Roberts - Vice Chairman
Dean Williams – Treasurer
Sean Tucker – Secretary
Sheila Brown
Dr. Desiree Spriggs
David Patton
Jay Smith

Disciplinary Panel Members - the Minister of Tourism, Culture, and Sport appoint them. The Disciplinary Panel Members comprise of a pool of nine (9) persons.
Janita Burke – Chairman
Carla George - Vice Chairman
Cristen Suess - Vice Chairman
Colin Blades
Dr. Melvyn Bassett (now deceased in Fiscal 2025)
Dr. Manesh Reddy
Dr. Seb Henagulph
Gerry Swan
Dr. Basil Wilson

Appeals Panel Members - the Minister of Tourism, Culture and Sport appoint them. The Appeals Panel comprises of a pool of nine (9) persons.
Kevin Bean - Chairman
Christopher Swan - Vice Chairman
Donna Bradshaw
Dr. Burton Butterfield
Crystal Hanna
Dr. Margot Harvey
Oscar Lightbourne

Dr. Amne Osseyran

Calvin Simons

The following committees under the Bermuda Sport Anti-Doping Authority are:

- Governance/Risk
- Human Resources
- Finance/Audit
- Compliance
- Communications
- Education
- Test Distribution/Planning
- Health & Safety
- Results
- Therapeutic Use Exemption
- Doping Control Team
- Athlete Passport Management Unit

Bermuda Sport Anti-Doping Authority covers the following functions:

- Testing
- Results
- Compliance
- Investigations
- Intelligence
- Education
- Finance
- Human Resources
- IT

Finance - audits of the Bermuda Sport Anti-Doping Authority are performed by the Office of the Auditor General on an annual basis.

Annual Report – Distributed annually on June 30 of the applicable year.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g., activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at $50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programs [s5(1)c]

Services:
Bermuda Sport Anti-Doping Authority shall perform such functions as are necessary to facilitate the control and the prevention of doping in sport, including –

- Compliance with and implementation of any Article of the WADA Code.

- planning, implementing, and monitoring information and education programs aimed at educating athletes, athlete support personnel, parents, the media, and the general public in Bermuda about doping in sport matters, such as: -

- ❖ The health consequences of doping.
- ❖ the harm of doping to the ethical values of sport.
- ❖ prohibited substances and prohibited methods.
- ❖ therapeutic use exemptions.
- ❖ nutritional supplements.
- ❖ doping control procedures and results management; and
- ❖ the athletes' rights and responsibilities, and the consequences of committing an anti- doping violation.

- facilitating the sharing of information between national sporting organizations and other relevant agencies to reduce the prevalence and availability of prohibited substances and methods.

- facilitating the access of national sporting organizations to accredited laboratories for analysis of samples.

- directing the anti-doping program of the Government specific to sports including the conducting of tests on athletes, planning, co-coordinating, and implementing the collection of samples, the management of test results and conducting hearings in keeping with the mandatory international standards set out in the WADA Code.

- promoting and encouraging research about doping in sport matters to develop effective prevention strategies and more effective anti-doping programs

- entering into reciprocal testing agreements with national anti-doping organizations outside Bermuda.

- consulting with, advising and assisting departments and agencies of the Government, local authorities, the Bermuda Olympic Association, national sporting organizations, and other bodies or persons on any matters concerned with doping in sport issues and related matters.

- developing appropriate procedures to: —
  - ❖ reflect the needs of athletes who have not attained the age of eighteen.

- ❖ reflect any disabilities or other special concerns of athletes; and
- ❖ protect each athlete's right to privacy.

- advising the Minister on any doping in sport matters.
- providing information, advice or other services requested of the BSADA.
- performing any other functions relating to doping in sport that are conferred on the BSADA by this or any other legislative instrument.
- generally taking all steps necessary or desirable to achieve the purposes of this Act; and
- BSADA shall adopt the Code and current international standards.

Programs:

BSADA shall develop a National Anti-Doping Programme.

The Programme shall provide for the following -

- comprehensive anti-doping rules, including rules on substances of abuse and performance enhancing drugs.
- an extensive education program for athletes, athlete support personnel, administrators, participants and the general public on anti-doping and the promotion of health, fairness, and equality in sport.
- detailed protocols for results management.
- detailed protocols for Therapeutic Use Exemptions.
- research relevant to anti-doping.
- the development of an Athlete Testing Programme, including the development of protocols governing the location and whereabouts of athletes for the purposes of testing; and
- any other related matters.

The Programme should be developed in accordance with all established international standards by the World Anti-Doping Authority.

Section D: Records and documents held [s5(1)d]

- Anti-Doping in Sport Act 2023
- Legislation documentation
- BSADA Anti-Doping Rules
- WADA Code
- WADA International Standards & Guidelines
- WADA Compliance Questionnaire & Report
- PATI Statement
- Board Meeting Minutes
- Board Agenda
- Audited Financial Statements
- Audit Working Papers
- Bank Reconciliations
- Petty Cash Reconciliations
- Annual Reports
- Personnel Data
- National Anti-Doping Organization Testing Contracts (Overseas)
- Third Party Service Testing Contracts (Overseas)
- Contracted Testing – Sporting Events held locally
- Doping Control Member Contracts
- Doping Control Member Security Vetting Forms
- Fixed Assets Listing
- Payroll Documentation
- Journal Entries
- Payroll Tax Returns
- Budgets
- Invoices
- Accounts Receivable Receipts
- Accounts Payable reports
- Purchase Orders

- Doping Control Members Time Sheets
- Grant- Mid-Year & Annual Assessment Reports
- Grant Funding Requests
- Operational Service Contracts
- Bermuda National Standards Certification Data
- Occupancy Lease
- Insurance Policies
- Test Pool Policy
- Whereabouts Policy
- Results Management Standards
- Test Distribution Plan
- Testing & Results Data
- Testing Statistics
- Compliance Reports
- Financial Analysis
- Testing Fee Schedule
- Inventory Data
- Education Presentations
- Conference Reports
- Credit Card Agreements
- Confidentiality Agreements
- IT Systems Documentation and Back Up Log
- Government Employment Stats Data
- Government Economic Survey Data
- Government Audit Reports – i.e., Social Insurance
- Accident, Occupation Illness & Dangerous Occurrences
- Illicit Testing Forms & Data
- Performance Enhancing Testing Forms & Analysis
- Memorandums of Understanding
- Internet Banking Transactions
- Banking Documents / FACA

- Office Retention Policy
- Employment Surveys
- Accident & Occupational Illness Report
- Privacy Policy
- Website tracking

Section E: Administration (all public access) manuals [s5(1)e]

- World Anti-Doping Code
- WADA International Standards & Guidelines
- WADA Compliance Report
- Employee Handbook
- Office Policies & Procedures
- Finance Booklet
- Governance Booklet
- BSADA Anti-Doping Rules
- Doping Control Manual
- Site Coordinator Handbook
- Government Financial Instructions
- ADAMS Management System
- ADEL

Section F: Decision-making documents [s5(1)f]

- World Anti-Doping Code
- Anti-Doping in Sport Act 2023
- National Anti-Doping Rules
- Various WADA guidelines
- WADA International Standards
  - Testing & Investigations
  - Prohibited List

- Results Management
- Education
- Laboratories
- Code Compliance by Signatories
- Protection of Privacy and Personal Information
- Therapeutic Use Exemptions

- Out of Competition Guidelines
- Technical Document for Sports Specific Analysis
- Various Government Legislations

Section G: The Information officer [s5(1)g]

The Information Officer for the Bermuda Sport Anti-Doping Authority is Ms. Deborah Hunter, and is located at 1 Gorham Hall, 2nd Floor, Pembroke HM 08. My contact information is:

Direct Telephone: 441-223-0720
Email: ceo@bsada.org

Section H: Any Other Information [s5(1)h]

Section I: Any Other Information To be Provided? [s5(1)i]

N/A

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: *January 13 , 2026*

Locations of Information Statement:

Confirm copies of Information Statement are available at the following sites:

- Your principal office: (1 Gorham Hall, 2nd Floor, Pembroke HM 08) Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically; Y/N
- Website for public authority (www.bsada.org); Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
  and
- -With the Information Commissioner. Y/N

Sign and Date: ***January 13, 2026***