

USA National Karate-do Federation



Participant Safety Handbook

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INTRODUCTION

There are a lot of reasons to play sport – at any level. A life-long activity, people often play sport to have fun and spend time with friends. Sport also encourages a healthy lifestyle, builds self-confidence; athletes also do better off the field. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, sport can also be a high-risk environment for misconduct, including child physical and sexual abuse. Here, we identify six primary types of misconduct:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct, including Child Sexual Abuse

All forms of misconduct are intolerable and in direct conflict with the Olympic and Karate Ideals.

Misconduct may damage an athlete’s psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete’s competitive performance and may cause him or her to drop out of sport entirely.

The USA National Karate-do Federation (USA Karate) is committed to improving the safety of athletes and participants involved in our sport. The policies and procedures identified by the U.S. Center for SafeSport in the “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT” and “USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES” along with the policies in this handbook apply to all participants:

Participants covered under these policies and the U.S. Center for SafeSport’s Disciplinary Jurisdiction:

- Board of Directors
- Staff (employee, contractor or volunteer)
- Interns
- Contractors with access to athletes
- Operational and Governance Committee Members
- Volunteer Event Staff
- Event and National Team Medical Staff and Trainers
- Photographers and Videographers with access to competition floor
- Senior and Junior National Team Athletes over 18 years of age
- Coach members

- Official members
- Athletes over 18 years of age
- Volunteers over 18 years of age

Any person who is a “Covered Participant” under these policies and/or the rules of the U.S. Center for SafeSport, is subject to the rules, policies, and procedures of the U.S. Center for SafeSport and will submit, without reservation or condition, to the jurisdiction of the U.S. Center for SafeSport for the resolution of any alleged violations of those rules, policies, or procedures, as they may be amended from time to time.

The compliance with these policies is a condition of membership to the Official and Coach categories.

USA Karate in accordance with its bylaws recognizes that the adjudicative bodies of USA Karate shall not exercise jurisdiction over any manner in which the U. S. Center for SafeSport has exclusive jurisdiction or elects to exercise discretionary jurisdiction. In the event that the U. S. Center for SafeSport imposes and discipline on any person, USA Karate shall recognize and enforce such discipline to the extent it is within USA Karate’s power to do so.

The Center has the exclusive jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

1. Sexual Misconduct, including without limitation child sexual abuse and any misconduct that is reasonably related to an underlying allegation of Sexual Misconduct;
2. Criminal Charges or Dispositions involving Child Abuse or Sexual Misconduct;
3. Misconduct Related to Reporting, where the underlying allegation involves Child Abuse or Sexual Misconduct;
4. Aiding and Abetting, when it relates to the Center’s process;
5. Misconduct Related to the Center’s Process;
6. Other Inappropriate Conduct, as defined in the “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT”.

The Center has discretionary jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

1. Non-sexual Child Abuse;
2. Emotional and physical misconduct, including stalking, bullying behaviors, hazing, and harassment;
3. Criminal Charges or Dispositions not involving Child Abuse or Sexual Misconduct;
4. Minor Athlete Abuse Prevention Policy or other similar Proactive Policy violations;

If the Center accepts discretionary jurisdiction, it will use their resolution procedures.

DEFINITIONS

USA Karate shall adopt the definitions as defined in the “SAFESPORT CODE FOR THE U.S. OLYMPIC AND PARALYMPIC MOVEMENT” which can be found at safesport.org/policies-procedures

Nothing contained in this handbook is intended to supersede, replace, or otherwise abrogate the USOC bylaws, USA Karate bylaws or the Ted Stevens Act.

TRAINING AND EDUCATION

USA Karate policies and procedures require participants to report abuse, misconduct and violations of the 'SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT', 'USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES' and USA Karate's "PARTICIPANT SAFETY HANDBOOK". To do so, they should have a basic understanding of sexual abusers, as well as "grooming," the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child's trust (and the trust of the child's parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, Board of Directors, Staff (employee, contractors and volunteer), Interns, Contractors with access to athletes, Operational and Governance Committee Members, Volunteer Event Staff, Event and National Medical Staff and Trainers, Photographers and Videographers with access to the competition floor, coach members and officials members and athletes on the Junior and Senior National Team, over 18 years of age to complete an awareness training concerning misconduct in sport before performing services for USA Karate. Misconduct in sport includes:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct, and
- Sexual misconduct, including child sexual abuse

These individuals must successfully complete the U.S. Center for SafeSport training and successfully pass the exam after the course. They will be required to complete the full training course and every subsequent year will take the SafeSport Refresher Course, prior to having contact with athletes.

Training is available at SafeSport.org at no charge for NGB Members and covered participants. Access codes are available on the membership website (usakaratemembership.com) or by contacting the national office.

Individuals under the age of 18 can complete the training courses with parental consent. USA Karate will make available training developed by the U.S. Center for SafeSport that will be age specific to individuals under 18 years of age with parental consent. That training is available at AthleteSafety.org.

USA Karate will maintain a record compliance of members within their membership system. In the case of the Board, Staff, Committee and National Team members over the age of 18 a record of compliance is also managed via spreadsheets. For new and renewing members, membership cards are not sent to coach or official members until they are compliant with taking the annual SafeSport Training. They are not afforded any member benefits until they are compliant with SafeSport policies. Reminders will be

sent via the membership system to individuals tracked in the membership system monthly, notices are sent to current members whose training is expired or expires in 1 month. For Signature event participation all referees and coaches register through our online tournament software. That software verifies the compliance with the training requirement and access to the event is only granted when they are compliant with the SafeSport Training and that compliance will be good through the duration of the event. This ensures compliance at the Signature Events. All Board, Staff, Committee and National Team members over the age of 18 are reviewed monthly and reminders are sent manually to those who are expired or about to expire in the next month.

Nothing in this policy will supersede the policies identified in the “SAFESPORT CODE FOR THE OLYMPIC AND PARALYMPIC MOVEMENT” or “USA-NKF MINOR ATHLETES AND OFFICIAL ABUSE PREVENTION POLICIES”.

CRIMINAL BACKGROUND CHECK POLICY

All Board of Directors, Staff (employee, contractors and volunteer), Interns, Contractors with access to athletes, Operational and Governance Committee Members, Volunteer Event Staff, Event and National Medical Staff and Trainers, Photographers and Videographers with access to the competition floor, coach members, official members and athletes on the Junior and Senior National Team, over 18 years of age will be required to undergo a criminal background check that complies with the Fair Credit Reporting Act **before** providing services for USA Karate. Through this criminal background check, USA Karate will utilize reasonable efforts to ascertain past criminal history of a participant.

Application

This policy applies to USA Karate, at a minimum, the following groups and individuals that are 18 years of age or older:

- A. USA Karate employees and individuals that USA Karate formally authorizes, approves or appoints to (a) serve in a position of authority over or (b) have regular contact with athletes. This shall include, but is not limited to, USA Karate staff, officials, coaches, board members, coordinators, trainers, independent contractors, volunteers (excluding those volunteers with incidental and observable contact with athletes at events), medical personnel, and other individuals authorized or nominated by USA Karate to work with athletes or other sport participants while at a USA Karate competition or training event to which USA Karate sends athletes.
- B. Assistants, or personal care assistants who are funded, have a contractual obligation with, or are credentialed by USA Karate, or otherwise have regular contact with USA Karate athletes.
- C. All athletes and alternates, training partners, and guides 18 years of age or older who are selected by USA Karate to participate in national or international team, or Delegation Events. Individuals referenced in this subsection shall have 45 days after reaching the age of majority (18 years of age), to come into compliance with this background check policy.
- D. All athletes and alternates, training partners, and guides 18 years of age or older that are selected by USA Karate to train at any Olympic Training Center, Olympic Training Site, Delegation Event Training Site or USA Karate Training Location.
- E. Other individuals who have regular contact with athletes as determined by USA Karate, in its discretion. At a minimum this includes individuals with access to the competition floor to photograph or video record athletes, excluding accredited national and local media outlets.

PROCESS

The Criminal Background Check will be performed by National Center for Safety Initiatives (NCSI) and initiated by the applicant. USA Karate will receive only a red light/green light indication of the results.

Individuals will be required to complete the background check process with NCSI every two (2) years and NCSI will refresh the check annually.

BACKGROUND CHECK REPORT REVIEW

USA Karate-Initiated Background Checks: Any USA Karate-initiated background check that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty,¹ for any of the below criminal offenses will be subject to the USA Karate's policies and procedures to determine the individual's level of access and involvement:

1. Any felony².
2. Any misdemeanor involving:
 - a. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;³
 - b. Any drug related offenses;
 - c. Harm to a minor, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
 - d. Violence against a person (including crimes involving firearms and domestic violence);
 - e. Stalking, harassment, blackmail, violation of a protection order and/or threats;
 - f. Destruction of property, including arson, vandalism, and criminal mischief; and
 - g. Animal abuse or neglect.

¹ A "disposition or resolution of a criminal proceeding, other than an adjudication of not guilty" shall include, but is not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an *Alford* or *Kennedy* plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or the existence of an ongoing criminal investigation, a warrant for arrest, or any pending charges.

² For purposes of these procedures, the term "felony" shall refer to any criminal offense punishable by imprisonment for more than one year.

³ Any participant that has been convicted of, received an imposition of a deferred sentence for, or any plea of guilty or no contest for any sexual crime, criminal offense of a sexual nature, and/or is a sex offender registrant must be reported

Secondary Review of USA Karate Determinations: USA Karate must comply with the USOC Background Check Policy and Procedures as it relates to situations under which a secondary review of USA Karate's determination will be conducted by the USOC. A Secondary Review is required:

Any felony involving:

1. Violence against a person within the previous ten (10) years;
2. Violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years; and
3. Animal abuse, cruelty or neglect.

As well as any felony or misdemeanor involving:

4. All sexual crimes and criminal offenses of a sexual nature to include, but not limited to: rape, child molestation, sexual battery, lewd conduct, possession or distribution of child pornography, possession and distribution of obscene material, and any sex offender registrant (excluding prostitution, indecent exposure, and public indecency);
5. Drug offenses including: drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous 7 years (excluding crimes for drug use or possession); and
6. Harm to a minor, including, but not limited to: offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, providing alcohol to a minor, and DUI with a minor.

Pending Court Cases

No decision will be made on an individual's eligibility for work as a new staff member, contractor and/or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual. Based on the disqualifying offense interim measures can be taken to protect the minor athletes and officials.

Full Disclosure

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If an applicant (1) is arrested, (2) pleads or (3) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a participant and (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an affirmative duty

to disclose such information immediately to his or her supervisor or USA Karate administrator.

- **Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.**

FINDINGS

Notice of findings will be provided to:

- (1) The designated contact of USA Karate that submitted the application;

NCSI criminal background check report will return a “red light” or “green light” score. A green light score means that the background check vendor located no records that would disqualify the applicant. **A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts.** Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

Note: A “green light” finding does not mean that an individual is safe to work with children. Instead a “green light” indicates that no criminal history was found that would disqualify the individual from working with children.

A **red light** finding means the criminal background check revealed criminal records that suggest the applicant “does not meet the criteria” and is not suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

APPEAL PROCESS

Any disqualified individual has the right to dispute the findings of the criminal background check directly with NCSI. USA Karate is required by the policy to accept the findings of NCSI.

If an individual receives a red light finding and wants to contest the USA Karate’s decision not to accept his or her application based on the red light finding, the individual may request a hearing before USA Karate’s Ethics Committee.

The USA Karate Ethics Committee will communicate its finding to the individual. If the individual disagrees with the finding of the Review Panel, he or she may request an appeal with the USA Karate

Judicial Committee as defined in Section 14 of the USA National Karate-do Federation Bylaws. A decision rendered by the USA Karate Judicial Committee shall be final and binding on all parties. The [bylaws](#) can be found on the USA Karate website.

DISCRETION

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of applicants.

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in USA Karate's program, a staff member or volunteer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member or volunteer to notify an immediate supervisor, a USA Karate administrator or a member of the USA Karate's Ethics Committee.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for USA Karate if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in USA Karate; or
- Not met the job requirements

REVIEW OF DISQUALIFIERS

USA Karate will review its disqualifiers every year or as otherwise required or modified by law.

RECORDS

Records are secured through NCSI for a period indicated by applicable law or until the applicant is no longer affiliated with USA Karate, whichever date is later.

USA Karate will maintain a record of compliance of members within their membership system. In the case of the Board, Staff, Committee and National Team members over the age of 18 a record of compliance is also managed via spreadsheets. For new and renewing members, membership cards are not sent to coach or official members until they are compliant with completing and receiving a green light or discretionary override of a red light of their Background Check. They are not afforded any

member benefits until they are compliant with SafeSport policies. Reminders will be sent via the membership system to individuals tracked in the membership system monthly, notices are sent to current members whose background check is expired or expires in 1 month. For Signature event participation all referees and coaches register through our online tournament software. That software verifies the compliance with the background check requirement and access to the event is only granted when they are compliant with completing and receiving a green light or discretionary override of a red light of their Background Check and that compliance will be good through the duration of the event. This ensures compliance at the Signature Events. All Board, Staff, Committee and National Team members over the age of 18 are reviewed monthly and reminders are sent manually to those who are expired or about to expire in the next month.

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

In the event that any staff member, athlete or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member, athlete and volunteer to immediately report his or her observations to the U.S. Center for SafeSport Response and Resolution Office additionally an immediate supervisor, a USA Karate administrator or a member of USA Karate's Ethics Committee.

USA Karate is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Staff members, athletes and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member, athlete and volunteer to immediately (within 24 hours) report suspicions or allegations of child physical or sexual abuse to the U.S. Center for SafeSport Response and Resolution Office and additionally an immediate supervisor, USA Karate administrator or a member of USA Karate Ethics Committee. Complaints and allegations will be addressed under the following U.S. Center for SafeSport "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT" and under "USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES" and USA Karate's "PARTICIPANT SAFETY HANDBOOK".

USA Karate recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to

- Board of Directors
- Staff (employee, contractor or volunteer)
- Interns
- Contractors with access to athletes
- Operational and Governance Committee Members
- Volunteer Event Staff
- Event and National Team Medical Staff and Trainers
- Photographers and Videographers with access to competition floor
- Coach members
- Official members
- Athletes
- Volunteers

Staff members, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct
- Sexual misconduct, including child sexual abuse.

While these policies are directed at abuses between Adults and Minor Athletes and Officials, USA Karate ,under the “PARTICIPANT SAFETY HANDBOOK”, will enforce those rules when an abuse occurs between adults or between minors. The “PARTICIPANT SAFETY HANDBOOK” will also identify any additional expectations.

PROHIBITED CONDUCT

The privilege of participation in the Olympic Movements may be limited, conditioned, suspended, terminated, or denied if a Participant's conduct is or was inconsistent with this Code and/or the best interest of sport and those who participate in it.

It is a violation of the "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT" for a Participant to engage in or tolerate: (1) Prohibited Conduct, as outlined in the Code; (2) any conduct that would violate any current or previous U.S. Center for SafeSport or NGB standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or (3) any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then applicable criminal and/or civil laws.

Prohibited Conduct include:

- A. Criminal Charges or Dispositions
- B. Child Abuse
- C. Sexual Misconduct
- D. Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment
- E. Aiding and Abetting
- F. Misconduct Related to Reporting
- G. Misconduct Related to the Center's Process
- H. Other Inappropriate Conduct
- I. Violation of Minor Athlete Abuse Prevention Policies / Proactive Policies

The U.S. Center for SafeSport "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT" provides the definitions of these prohibited conduct behaviors.

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer.

REPORTING

Although these policies are designed to reduce sexual abuse and other misconduct, it can still occur. Staff members, volunteers and participants of USA Karate shall follow the reporting procedures set forth in U.S. Center for SafeSport's "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT" and under USA Karate's "USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES" and USA Karate's "PARTICIPANT SAFETY HANDBOOK". **USA Karate does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.**

VIOLATIONS

Violations of the Athlete Protection Policy shall be reported pursuant to the U.S. Center for SafeSport “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT” and under USA Karate’s “USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES” and USA Karate’s “PARTICIPANT SAFETY HANDBOOK” using our Reporting Policy.

PHYSICAL CONTACT WITH ATHLETES POLICY

Appropriate physical contact between athletes and coaches, staff members, contractors or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

APPROPRIATE PHYSICAL CONTACT

USA Karate adheres to the following principles and guidelines in regards to physical contact with our athletes:

Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact takes place in public
- there is no potential for, or actual, physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

Safety

The safety of our athletes is paramount and in many instances, we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use
- releasing muscle cramps

Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment

Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)
- lifting a fallen athlete off the playing surface and “dusting them off” to encourage them to continue competition

PROHIBITED PHYSICAL CONTACT

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- asking or having an athlete sit in the lap of a coach, administrator, staff member or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

PROHIBITED 1:1 CONTACT

The majority of sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, adults and adults and children and children programs reduce the risk of sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable. Policies concerning one-on-one interactions protect individuals while allowing for these beneficial relationships. The prohibited behaviors identified in the “USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES” shall also apply to Adult to Adult interactions and Minor to Minor interactions.

VIOLATIONS

Violations of the Physical Contact with Athletes Policy shall be reported pursuant to our Reporting Policy. Some forms of physical contact may constitute child physical or sexual abuse that **must be reported to appropriate law enforcement authorities.**

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of USA Karate's emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

With any communication, the content of any electronic communication with an athlete should be copied with the athlete's parent or guardian (preferred for minors) or another adult.

General Requirements with minor participants:

- Absent emergency circumstances, if an Applicable Adult with authority over minor athletes or minor officials needs to communicate directly with a minor athlete or official via electronic communications (including social media), another Applicable Adult or the minor's legal guardian will be copied.
- If a minor athlete or minor official communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor athlete or official with a copy to another Applicable Adult or the minor's legal guardian.
- When an Applicable Adult with authority over minor athletes or minor officials communicates electronically to the entire team, said Applicable Adult will copy another adult.
- Minor athletes may "friend" the organization's official page.
- Applicable Adult with authority over minor athletes or minor officials may not "friend" or accept "friend" requests for personal pages or accounts from a minor athlete or minor official.

General Requirements with adult participants:

- Absent emergency circumstances, if an Applicable Adult with authority over an adult athletes or officials needs to communicate directly with an adult athlete or official via electronic communications (including social media), another Applicable Adult will be copied.
- If an adult athlete or official communicates to the Applicable Adult (with authority over the participant) privately first, said Applicable Adult should respond to the athlete or official with a copy to another Applicable Adult.
- When an Applicable Adult with authority over adult athletes or officials communicates electronically to the entire team, said Applicable Adult will copy another adult.
- Adult Athletes and Officials may "friend" the organization's official page.

FACEBOOK, INSTAGRAM, BLOGS AND SIMILAR SITES

Athlete members and parents can friend, follow or like the official USA Karate Team pages and coaches can communicate to athlete members through the official USA Karate Team page. Applicable Adult with authority over minor athletes or officials and the minor athletes or officials may not "follow" each

other's personal pages or accounts. All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

TWITTER, SNAPCHAT, INSTAGRAM, INSTANT MESSAGING AND SIMILAR MEDIA

Athlete members and parents can friend, follow or like the official USA Karate Team accounts and Applicable Adults with authority over minor athletes or minor officials can communicate to athlete members through the official USA Karate Team accounts. Applicable Adult with authority over minor athletes or minor officials and minor athletes or officials may not "follow" each other's personal pages or accounts. Applicable Adult with authority over minor athletes or officials cannot "re-tweet" message posts. All posts between Applicable Adult with authority over minor athletes or officials and the athlete or official must be for the purpose of communicating information about team activities. Athlete members and parents can follow the official USA Karate Team property and coaches can communicate to athlete members through the official USA Karate Team property. All posts, messages, text, or media of any kind between an Applicable Adult with authority over minor athletes or minor and the athlete or official must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

Athletes and Applicable Adults with authority over minor athletes or officials may use email to communicate. All email content between Applicable Adult with authority over minor athletes or officials and the athlete or official must be professional in nature and for the purpose of communicating information about team activities. Where the Applicable Adult with authority over minor athletes or officials is a staff member and/or volunteer, email to any athlete should come from the USA Karate email server (the coach's return email address will contain "@usankf.org"). Email between a coach and a minor athlete or official must have the parent or legal guardian copied on the communication.

TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

Texting is allowed between Applicable Adults with authority over minor athletes or officials and the athletes or officials. All texts between Applicable Adult with authority over minor athletes or officials and the athlete or official must be professional and for the purpose of communicating information about team activities. Texts between a Applicable Adult with authority over minor athletes or officials and a minor athlete or official must have the parent or legal guardian copied on the communication.

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in USA Karate videos, posted on USA Karate or USA Karate associated websites. It is the policy of USA Karate to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the USA Karate. Imagery must not be contrary to any rules as outlined in USA Karate's Participant Safety Handbook.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

The parents or guardians of an athlete or official may request in writing that their child not be

contacted by any form of electronic communication or imagery (photography or videography) by an Applicable Adult with authority over minor athletes or minor officials.

MISCONDUCT

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Participant Safety Handbook.

VIOLATIONS

Violations of USA Karate's Electronic Communications and Social Media Policy shall be reported pursuant to our Reporting Policy.

TRAVEL POLICY — for USA Karate

Travel will be a standard aspect of our competitive season and USA Karate has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

LOCAL AND TEAM TRAVEL

We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

Local Travel

Local travel occurs when USA Karate does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, USA Karate staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Team Travel

Team travel is overnight travel that occurs when USA Karate sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and

compliance with all state laws.

USA Karate makes efforts to provide adequate supervision through coaches and staff during events. USA Karate requires that all athletes on the Senior National Team under the age of 18 and all athletes on the Junior National Team (including the 18-20 year old division) travel with a parent or authorized guardian. Parents and Authorized Guardian traveling with the National Team will be required to complete SafeSport Training, a criminal background check and review of the USA Karate “PARTICIPANT SAFETY HANBOOK” and U.S. Center for SafeSport “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT” and under USA Karate’s “USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES”

For team travel, hotels and air travel may be booked in advance by USA Karate. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Athletes under the age of 18 will be roomed with their parent or legal guardian. USA Karate will also notify hotel management should any special arrangements be warranted. For instance, we may ask hotels to block pay per view channels and may request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

INDIVIDUAL TRAVEL

The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete by:

1. Traveling with an additional coach or chaperone
2. Requiring a parent/guardians to travel with their athlete (for athletes under age 18)

For individual travel, we attempt to provide alternative guidelines. Depending on the nature of the travel and competition, these guidelines may include:

1. Compressing the travel schedule to reduce the number of nights athletes are away from home
2. Providing regular organizational check-in phone calls to the traveling athlete and coach
3. Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor athletes)
4. Complying with reasonable parental requests when a child is a way from home without a guardian

When only one athlete and one coach travel to a competition, *the minor athlete must have his or her parents' or legal guardian's written permission in advance to travel alone with the coach.* This scenario is highly discouraged by USA Karate.

TRAVEL NOTIFICATION

When possible, USA Karate will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within USA Karate. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

USA Karate will post specific travel itineraries when they become available. These will include a more detailed itinerary as well as contact information for team travel chaperones when possible.

MIXED-GENDER AND MIXED-AGE TRAVEL

USA Karate is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. We rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach, official or staff member shall not share a hotel room or other sleeping arrangement with an athlete (unless they are the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of USA Karate, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

COACH AND STAFF RESPONSIBILITIES

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations.
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications

- with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
 - f. assist with team travel logistical needs (as possible)
 - g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
 - h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
 - i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
 - j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
 - k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
 - l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the USA Karate's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in USA Karate's Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and SafeSport Training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in USA Karate's "PARTICIPANT SAFETY HANDBOOK".

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to USA Karate policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary

- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a U.S. Center for SafeSport Response and Resolution Office and additionally the USA Karate team Leader, CEO or a member of USA Karate Ethics Committee.

VIOLATIONS

Violations of USA Karate's Travel Policy shall be reported pursuant to our Reporting Policy.

REPORTING POLICY

Every USA Karate staff member and/or volunteer must report:

- (1) violations of the USA Karate's "PARTICIPANT SAFETY HANDBOOK",
- (2) violations of the "USA-NKF MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICY",
- (3) violations of the U.S. Center for SafeSport "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT"
- (4) misconduct as defined in USA Karate's Athlete Protection Policy, and
- (5) suspicions or allegations of child physical or sexual abuse.

As a matter of policy, USA Karate does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.

Reporting Child Physical or Sexual Abuse

Child Physical or Sexual Abuse

Staff members and/or volunteers at USA Karate are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker within 24 hours to:

- (1) U.S. Center for SafeSport Response and Resolution Office; and
- (2) their immediate supervisor, or a USA Karate administrator, or a member of USA Karate's Ethics Committee and,
- (3) where applicable, **appropriate law enforcement authorities.**

Grooming

Because sexual abusers "groom" children for abuse – the process used by offenders to select a child, to win the child's trust (and the trust of the child's parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and/or volunteer may witness behavior intended to groom a child for sexual abuse. **All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to the U.S. Center for SafeSport Response and Resolution Office, an immediate supervisor, a USA Karate administrator or a member of the USA Karate Ethics Committee within 24 hours.**

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. **If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and a USA Karate administrator or a member of USA Karate Ethics Committee within 24 hours.**

Reporting Criminal Disposition

Adult Participants are required to report to the U.S. Center for SafeSport any Criminal Charge(s) and Disposition(s) involving sexual misconduct or misconduct involving Minors.

Adult Participants are required to report Criminal Charge(s) and Disposition(s) involving any other form of misconduct to USA Karate consistent with its procedures. If any staff member and/or volunteer receives an allegation or observes emotional or physical misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

- (1) a USA Karate administrator or
- (2) a member of USA Karate's Ethics Committee.

Reporting Misconduct Related to U.S. Center for SafeSport Process

Adult Participants are required to report to the U.S. Center for SafeSport any suspected incident(s) of:

- A. Aiding and Abetting,
- B. Abuse of Process,
- C. Retaliation

Reporting Emotional and Physical Misconduct and Policy Violations

If any staff member and/or volunteer receives an allegation or observes emotional or physical misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

- (1) their immediate supervisor,
- (2) a USA Karate administrator or
- (3) a member of USA Karate's Ethics Committee.

USA Karate also encourages member parents, athletes and other sport participants to communicate violations of USA Karate's Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a USA Karate administrator or member of USA Karate's Ethics Committee.

REPORTING PROCEDURE

To Whom to Report

Staff members and volunteers must report to the U.S. Center for SafeSport Response and Resolution Office and any supervisor or USA Karate administrator with whom they are comfortable sharing their concerns. You may also report to any member of USA Karate's Ethics Committee.

A staff member and/or volunteer may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

How to Report

USA Karate will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful to USA Karate for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

If Reports can be made at:

Sexual Misconduct involving a minor must be reported within 24 hours to:

- U.S. Center for SafeSport – SafeSport.org or 720-531-0340
- USA Karate Ethics website usakarateethics.com or 844-598-1865
- You should also report Sexual misconduct involving a minor to local law enforcement

All other violations

- USA Karate Ethics website usakarateethics.com or 844-598-1865
- Report via an incident report form emailed to the CEO, SafeSport Coordinator or Ethics Committee Chairperson
- Contacting the CEO, SafeSport Coordinatory or Ethics Committee Chairperson directly

CEO Contact Phil Hampel – phampel@usankf.org 719-309-6030

SafeSport Coordinator – sgray@metrolegal.com

Ethics Committee Chairperson Contact Sasha Gerritson – sgerritson@usankf.org

A copy of USA Karate’s Incident Reporting Form can be found at: safesport.usankf.org.

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, USA Karate will keep confidential the victim’s and complainant’s name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

Anonymous Reporting

USA Karate recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. **Anonymous reports may be made without the formality of completing an Incident Report Form:**

- by expressing concerns verbally to a USA Karate administrator, USA Karate SafeSport Coordinator, or a member of USA Karate’s Ethics Committee
- U.S. Center for SafeSport – SafeSport.org or 720-531-0340
- USA Karate Ethics website usakarateethics.com or 844-598-1865

Anonymous reporting may make it difficult for USA Karate to investigate or properly address allegations.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

“Whistleblower” Protection

Regardless of outcome, USA Karate will support the victim(s) and complainant(s) and their right to express concerns in good faith. USA Karate will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of our USA Karate Participant Safety Handbook and grounds for disciplinary action.

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of the U.S. Center for SafeSport “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT” and the USA Karate “PARTICIPANT SAFETY HANDBOOK” and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

HOW REPORTS ARE HANDLED

Suspicious or Allegations of Child Physical or Sexual Abuse

Reporting to Law Enforcement and/or Child Protective Services

An independent investigation can harm youth and/or interfere with the legal investigative process. USA Karate, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities**. As necessary, however, USA Karate may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities.

For mandatory reporting laws, visit www.childwelfare.gov.

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, USA Karate may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, USA Karate may suspend or change the assignment of a staff member and/or volunteer.

In those cases where the Ted Stevens Act may apply, the accused individual will be offered a hearing. A hearing under the Ted Stevens Act will not necessarily affect USA Karate’s ability to immediately suspend or terminate the accused individual from employment or performing services for organization.

USA Karate shall not exercise jurisdiction over any manner in which the U. S. Center for SafeSport has exclusive jurisdiction or elects to exercise discretionary jurisdiction. In the event that the U. S. Center for SafeSport imposes and discipline on any person, USA Karate shall recognize and enforce such discipline to the extent it is within USA Karate's power to do so.

A staff member or volunteer's failure to report to a supervisor, a USA Karate administrator or member of the USA Karate Safe Sport Committee is a violation of this policy and grounds for termination of a staff member and/or dismissal of a volunteer.

Misconduct and Policy Violations

USA Karate addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law. Staff members and/or volunteer must report policy violations and misconduct to an immediate supervisor, USA Karate administrator or member of USA Karate's Ethics Committee.

USA Karate may also investigate allegations other than child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Bullying
- Harrassment
- Emotional abuse
- Abuse reported outside the relevant statutes of limitation
- Reports that are delegated to USA Karate by the U.S. Center for SafeSport
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial

NOTIFICATION

Following USA Karate's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, USA Karate may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USA Karate's discretion, as appropriate, and after consultation with counsel, USA Karate may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that USA Karate is investigating internally.

DISCIPLINARY RULES AND PROCEDURES

While USA Karate endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for USA Karate to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors.

APPLICATION

This Policy is used to address the following allegations against staff members, athletes, participants and/or volunteers:

- Violations of USA Karate's policies
- Child abuse (physical or sexual), where USA Karate's actions will not undermine an ongoing legal investigation or criminal prosecution

USA Karate will not enter into an investigation that undermines a pending legal investigation or criminal prosecution.

DISCIPLINARY RULES

On receipt of an allegation, USA Karate will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope and extent of the allegations.

USA Karate will address allegations against a staff member and/or volunteer under relevant organizational policies (e.g., Employment Policies and Procedures, Bylaws and Constitution).

USA Karate's disciplinary response will depend on the nature and seriousness of the incident, and in extreme cases, misconduct will result in summary dismissal. USA Karate may undertake a formal investigation and hearing at its discretion. Before taking any disciplinary action, however, USA Karate will offer the accused an opportunity to respond.

If the accused individual is a minor, USA Karate will contact his or her parents or guardians.

USA Karate shall not exercise jurisdiction over any manner in which the U, S. Center for SafeSport has exclusive jurisdiction or elects to exercise discretionary jurisdiction. In the event that the U. S. Center for SafeSport imposes and discipline on any person, USA Karate shall recognize and enforce such discipline to the extent it is within USA Karate's power to do so.

DISCIPLINARY ACTION

Sanctions for violations of the USA Karate "PARTICIPANT SAFETY HANDBOOK" will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, USA Karate may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or in the case of a minor, the minor's parent or guardian
- Provide the individual with guidance, redirection and instruction

- Temporary suspension from participation
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to supervised vigilantly the accused individual in his or her interactions with the program and/or organization
- Engage in restorative practices (i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred)
- Suspend or terminating employment or membership

ONGOING EMPLOYMENT AND/OR PARTICIPATION

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our Athlete Protection Policy), USA Karate may immediately suspend or terminate the accused individual to ensure participant safety.

COMPLAINANT PROTECTION

Regardless of outcome, USA Karate will support the complainant(s) and his or her right to express concerns in good faith. USA Karate will not encourage or tolerate attempts from any individual to retaliate, punish, or in any way harm any individual(s) who reports a concern in good faith. Such actions themselves will be grounds for disciplinary action.

BAD-FAITH ALLEGATIONS

Any individual who alleges misconduct under the USA Karate "PARTICIPANT SAFETY HANDBOOK" that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our USA Karate "PARTICIPANT SAFETY HANDBOOK". Bad-faith reports may also be subject to criminal or civil proceedings.

APPENDIX: ADDITIONAL RESOURCES

Prevention

- Centers for Disease Control, www.cdc.gov/ViolencePrevention/childmaltreatment/index.html
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, www.childwelfare.gov
- U.S. Center for SafeSport Athlete Safety Website AthleteSafety.org

Applicant Screening

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), www.nonprofitrisk.org

Creating Policies and Procedures

- Saul J, Audage NC. *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2007.

Risk Management

- Public Entity Risk Institute (PERI), www.riskinstitute.gov
- Nonprofit Risk Management Center, www.nonprofitrisk.org
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management Guide for Youth-serving Nonprofits.”
- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

Reporting

- Child Information Gateway, www.childwelfare.gov

Effects of Child Abuse and Neglect

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf

Counseling

- Childhelp, <http://www.childhelp.org>
- Childhelp National Child Abuse Hotline: 1.800.4.A.CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention, <http://childmolestationprevention.org/pages/diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital, http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behaviors/