

# USA National Karate-do Federation



## Minor Athlete and Minor Official Abuse Prevention Policies

Version 1.0 – April, 2019



## INTRODUCTION

The USA Karate and the U.S. Center for SafeSport (the Center) are committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct.

### **Authority: prevention training and policies**

Federal law authorizes the Center to address the risk of emotional, physical, and sexual abuse of amateur athletes in the U.S. Olympic and Paralympic Movements. See [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#).

#### Prevention Training

Federal law authorizes the Center to develop training to prevent abuse, including emotional, physical, and sexual abuse, of any amateur athlete. At a minimum, national governing bodies and paralympic sports organizations *must offer and give consistent training related to the prevention of child abuse to: (1) adult members who are in regular contact with amateur athletes who are minors and (2) subject to parental consent, to members who are minors.*

#### Prevention Policies

Federal law also authorizes the Center to develop policies and procedures for implementation by national governing bodies or paralympic sports organizations to prevent abuse, including emotional, physical, and sexual abuse, of any amateur athlete. As a part of these policies and procedures, national governing bodies and paralympic sports organizations must implement *reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor's legal guardian) at a facility under the jurisdiction of a national governing body or paralympic sports organization without being in an observable and interruptible distance from another adult, except under emergency circumstances.*

### **Application and implementation**

The U.S. Olympic Committee and national governing bodies (collectively, “Covered Organizations”) are required to follow these Minor Athlete and Minor Officials Abuse Prevention Policies. At a minimum, these policies are also strongly recommended for National Member Organizations and Local Affiliated Organizations, and, at a maximum, the NGBs may require said organizations to follow them. Covered Organizations are responsible for implementing and monitoring compliance with these policies.

## TERMINOLOGY

**Covered Organizations:** The U.S. Olympic Committee and a national governing body.

**Jurisdiction:** Authority or control.

**Local Affiliated Organization (LAO):** A regional, state, or local club or organization that is directly affiliated with a NGB or that is affiliated with a NGB by its direct affiliation with a regional or state affiliate of a NGB. A LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB.

**Minor, child or minor athlete or official:** An amateur athlete or official under 18 years of age.

**National Governing Body (NGB):** An amateur sports organization affiliated with a sport included on the program of the Olympic, Paralympic, or Pan-American Games, which is also recognized by the United States Olympic Committee (USOC) pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501-220529. This definition shall also apply to the USOC, or other sports entity approved by the USOC, when they have assumed responsibility for the management and/or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

**National Member Organization:** A national organization that is directly affiliated with an NGB, over which the NGB has jurisdiction (without respect to whether the NGB has disciplinary authority over individual members of that national organization), and is: (a) an Amateur Sports Organization requesting sanction from a NGB; or (b) an Applicable Amateur Sports Organization under the [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#).

**PART I**  
**EDUCATION & TRAINING POLICY**

**A. Adults Required to Complete Mandatory Training**

The following adults at a Covered Organization, National Member Organization, and Local Affiliated Organization shall complete training concerning child abuse prevention:

- Adult members at a Covered Organization, National Member Organization, or a Local Affiliated Organization who have regular contact with amateur athletes or officials who are minors
- An adult authorized by a Covered Organization, National Member Organization, or a Local Affiliated Organization to have regular contact with or authority over an amateur athlete or official who is a minor
- Adult staff and board members of a Covered Organization, National Member Organization, or a Local Affiliated Organization (with the exception of NMOs and LAOs whose adult staff and board members have no contact with or authority over minor athletes).

To satisfy the training obligations, Covered Organizations shall adhere to parts A.1, A.2, and B, below, of this Education & Training Policy.

To satisfy the training obligations, it is strongly recommended that National Member Organizations and Local Affiliated Organizations adhere to parts A.1, A. 2, and B, below, of this Education & Training Policy, and NGBs may require them to do so. The Center's "Core Center for SafeSport Training" provides the required child abuse prevention training mandated by federal law.

1. Core Center for SafeSport Training

The above listed adults are required to complete training concerning child abuse prevention. No later than March 23, 2019, the above listed adults at Covered Organizations who are not currently in good standing with their NGB due to failure to complete required training must complete the U.S. Center for SafeSport's Core Center for SafeSport Training (i.e., the Center's online training or the Center's approved in-person training; NGB access to the Center's Core training is detailed in Appendix A):

- Before regular contact with an amateur athlete who is a minor begins; or
- Within the first 45 days of initial membership, or upon beginning a new role subjecting the adult to this policy.

Training other than the Core Center for SafeSport Training does not satisfy this policy. A

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Covered Organization may provide training *in addition* to the Core Center for SafeSport Training. However, if an organization provides additional training, it shall not refer to such training as “SafeSport” Training.

## 2. Refresher Course(s)

A refresher course is required on an annual basis (e.g., membership year or another annual cycle, as determined by the NGB) effective the calendar year following the completion of the Core Center for SafeSport Training for each of the above listed adults at a Covered Organization (NGB access to the refresher course is detailed in Appendix A). Policies, procedures and/or communications to said adults concerning refresher course requirements must be updated by September 1, 2019.

### **B. Minor Athletes**

Covered Organizations shall, subject to parental consent, annually offer and give training to members who are minors regarding prevention and reporting of child abuse. Covered Organizations shall track:

- A description of the training(s);
- The date the training(s) was offered and given; and
- A description of how the training(s) was offered and given.

### **C. Exemptions**

Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport, [ngbservices@safesport.org](mailto:ngbservices@safesport.org), or USA Karate. Exemptions will only be granted by the U.S. Center for SafeSport.

The Center will work with Covered Organizations regarding appropriate accommodations for persons with disabilities to satisfy the training requirements herein.

## PART II

### REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS

#### Minor Athlete and Minor Officials Abuse Prevention Policies

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

#### ONE-ON-ONE INTERACTIONS

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1. Application

This policy shall apply to:

- Adult members at a facility that is either partially or fully under the jurisdiction of a Covered Organization;
- Adult members who have regular contact with amateur athletes and officials who are minors;
- Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- Adult staff and board members of a Covered Organization.

(Collectively “Applicable Adult” for the purposes of this policy.)

2. Observable and interruptible

- One-on-one interactions between a minor athlete or minor official and an Applicable Adult (who is not the minor’s legal guardian) at a facility partially or fully under our jurisdiction are permitted if they occur at an observable and interruptible distance by another adult.
- One-on-one interactions between minor athletes or minor officials and an Applicable Adult (who is not the minor’s legal guardian) at a facility partially or fully under our jurisdiction are prohibited, except in the circumstances described in subpart d of this section and under emergency circumstances.

3. Meetings

- Meetings between Applicable Adults and minor athletes or minor officials at a facility partially or fully under our jurisdiction may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
  - If a one-on-one meeting takes place in an office at a facility partially or fully under our jurisdiction, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
4. Meetings with mental health care professionals and health care providers
- If a mental health care professional and/or health care provider meets with minor athletes or minor officials at a facility partially or fully under our jurisdiction, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to our organization.
5. Individual training sessions
- Individual training sessions between Applicable Adults and minor athletes or minor officials are permitted at a facility partially or fully under our jurisdiction if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.
6. Monitoring
- When one-on-one interactions between Applicable Adults and minor athletes or minor officials occur at a facility partially or fully under our jurisdiction, Applicable Adults will monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

7. Out-of-program contacts

Applicable Adults are prohibited from interacting one-on-one with unrelated minor athletes or minor officials in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact.

Nonetheless, such arrangements are strongly discouraged.



## **MASSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES**

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### 1. Application

This policy shall apply to:

- 1) Adult members at a facility that is either partially or fully under the jurisdiction of a Covered Organization;
- 2) Adult members who have regular contact with amateur athletes or officials who are minors;
- 3) Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- 4) Adult staff and board members of a Covered Organization.

(Collectively “Applicable Adult” for the purposes of this policy.)

### 2. Massage or rubdown/athletic training modality

Any massage or rubdown/athletic training modality performed at a facility or a training or competition venue must be conducted in an open and interruptible location. Any massage of a minor athlete or official must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage or rubdown/athletic training modality in the room.

### 3. Written consent

Written consent by a legal guardian shall be provided before providing each massage or rubdown/athletic training modality on a minor athlete or official. Parents must be permitted to be in the room as an observer.

## LOCKER ROOMS AND CHANGING AREAS

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### 1. Application

This policy shall apply to:

- Adult members at a facility that is either partially or fully under the jurisdiction of a Covered Organization;
- Adult members who have regular contact with amateur athletes or officials who are minors;
- Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- Adult staff and board members of a Covered Organization.

(Collectively “Applicable Adult” for purposes of this policy.)

### 2. Non-exclusive facility

If our organization uses a facility not fully under our jurisdiction (for, e.g., training or competition or similar events) and the facility is used by multiple constituents, Applicable Adults in categories 1 through 4 are nonetheless required to adhere to the rules set forth herein.

### 3. Use of recording devices

Use of any device’s (including a cell phone’s) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under our organization’s jurisdiction is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the Covered Organization or the LAO and two or more Applicable Adults are present.

### 4. Undress

Under no circumstances shall an unrelated Applicable Adult at a facility under our organization's jurisdiction intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete.

5. One-on-one interactions

- Except for athletes on the same team, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area when at a facility under our partial or full jurisdiction, except under emergency circumstances.
- If our organization is using a facility that only has a single locker room or changing area, we will designate separate times for use by Applicable Adults, if any.

6. Monitoring

Our organization regularly and randomly monitors the use of locker rooms and changing areas at facilities under our jurisdiction to ensure compliance with these policies.

7. Applicable Adults make every effort to recognize when a minor athlete or official goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the minor athlete's or official's whereabouts.
8. We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent when other minor athletes or minor officials are changing in the same locker room or changing area. If this is necessary, parents should let a coach or administrator know about this in advance.

## SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS

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### 1. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes or officials who are minors;
- 2) Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- 3) Adult staff and board members at a Covered Organization.

(Collectively “Applicable Adult” for the purposes of this policy.)

### 2. Content

All electronic communication originating from Applicable Adults to minor athletes must be professional in nature.

### 3. Open and transparent

- 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.

### 4. Requests to discontinue

Legal guardians may request in writing that their minor athlete or official not be contacted through any form of electronic communication by the organization or by the Applicable Adults

subject to this policy. The organization will abide by any such request that their minor athlete or official not be contacted via electronic communication, absent emergency circumstances.

5. Hours

Electronic communications will generally only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or while traveling internationally or during competition travel.

6. Monitoring

- The organization monitors its social media pages and removes any posts that violate the organization's policies and practices for appropriate behavior.
- The organization will inform the legal guardian of a minor athlete of any prohibited posts, as well as the organization's administrator.

7. Prohibited electronic communications

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes shall be discontinued.

## LOCAL TRAVEL

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### 1. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes or officials who are minors;
- 2) Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- 3) Adult staff and board members at a Covered Organization.

(Collectively “Applicable Adult” for the purposes of this policy.)

### 2. Transportation

Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete or official, absent emergency circumstances, and must have at least two minor athletes/officials or another adult at all times, unless otherwise agreed to in writing by the minor athlete’s or official’s parent/legal guardian in advance of each local travel.

## TEAM TRAVEL

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### 1. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes or officials who are minors;
- 2) Any adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete or official who is a minor; and
- 3) Adult staff and board members at a Covered Organization.

(Collectively “Applicable Adult” for the purposes of this policy.)

### 2. Team/competition travel

When only one Applicable Adult and one minor athlete or official travel to a competition, the minor athlete or official must have his/her legal guardian’s written permission in advance and for each competition to travel alone with said Applicable Adult.

### 3. Hotel rooms

Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor athlete or official (unless the Applicable Adult is the legal guardian, sibling, or is otherwise related to the minor athlete). However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, a parent/legal guardian may consent in advance and in writing to the minor athlete or official sharing a hotel room or other sleeping arrangement with an adult athlete or official.

### 4. Meetings

Meetings shall be conducted consistent with the organization’s policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible). Meetings should not be conducted in a hotel room.

### 5. Applicable Adults who travel with the organization must successfully pass a criminal background.

### 6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments should be maintained.

### 7. Parents/legal guardians receive education concerning child abuse prevention before providing consent for their minor athlete to travel alone with an Applicable Adult who is subject to these policies.

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## **APPENDIX A**

### **TRAINING ACCESS REQUIREMENTS**

#### **Access**

The U.S. Center for SafeSport makes required prevention training free to those individuals to whom the Education & Training Policy applies. Free access for individuals with National Member Organizations should be submitted by the relevant NGB and approved in writing by the Center.

#### **Requirements**

Free access is contingent on Covered Organizations complying with the following training access requirements.

In delivering the training, Covered Organizations shall not:

- Post the access code, coupon, or other access information publicly;
- Post U.S. Center for SafeSport Core or Refresher online training content developed by the Center on a public site without the Center's prior written consent;
- Make such training available to organizations other than Covered Organizations, as submitted to and approved by the Center;
- Charge a separate fee for the Center's training;
- Advertise the Center's training as free to anyone other than those individuals to whom the policy applies; and
- Refer to the Center's training as a "certification," or to individuals who have completed the training as "certified" or "licensed." (Instead, it shall be referred to as a "completion".)

#### **Additional training**

A Covered Organization may choose to provide training *in addition* to the Core Center for SafeSport Training (i.e., the Center's online training or the Center's approved in-person training). In so doing, however, the Covered Organization shall not use the term "SafeSport" to describe any such training.

#### **Fees**

The Center may impose a fee, including retroactively, and/or revoke access to the training for failing to comply with these training access requirements.