

**USA National Karate-do Federation
GAMES STAFF SELECTION PROCEDURES
2019 Pan American Games
February 18, 2017**

These procedures provide for selection of USA National Karate-do Federation (USA Karate) **Games Staff** [Team Leader] for the 2019 Pan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and USA Karate.

1. Describe the specific Games Staff position(s) that USA Karate is requesting.

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Karate before, during, and after the Games.

2. What are USA Karate’s criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Karate’s Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 2.1.1 Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform USA Karate and/or USOC.
- 2.2 Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3 Have the ability to work effectively with the USOC.
- 2.4 Have strong administrative, communication and organizational capabilities/skills
- 2.5 Be responsible for Team’s adherence to all rules regarding discipline at the Games.
- 2.6 Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.7 Be available for entire duration of the Games.
- 2.8 Have USA Karate’s approval to make financial decisions regarding the Team.

- 2.9 Possess high level, specific technical and tactical knowledge of the sport.
- 2.10 Have thorough knowledge and understanding of the IF rules and regulations governing the sport.
- 2.11 Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12 Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13 Be listed on USA Karate's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.14 Participate in USADA training as required for position.
- 2.15 Successfully complete the USOC's Safe Sport Awareness training and education program.
- 2.16 Be a currently employed staff member or contractor at USA Karate.

In addition, Team Leader must:

- 2.17. Have experience and proven ability leading teams at the national and international level – candidates with previous experience as Team Leaders for USA Karate at Pan American Games or World Championships will be given higher consideration.
 - 2.18. Have a comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedures.
 - 2.19. Have an understanding of the applicable Qualification System and/or Technical Manual for the relevant Games.
 - 2.20. Have a proven ability to handle crisis management situations. Serve as the primary USA Karate contact for the team's planning and participation in the Games, to include working with various USOC divisions.
 - 2.21. Attend all technical meetings at the Games.
 - 2.22. Be available to the USOC, USA Karate's athletes, and coaches and staff in the months leading up to and through the conclusion of the Games.
 - 2.23. If needed, arrive at Team Processing at least one day before the Team. Must also be available until the departure of the last athlete on his/her team from the Games site, unless other arrangements are approved by the USOC in advance.
 - 2.24. Live in the Athlete Village or wherever the team resides.
 - 2.25. Be responsible for Games wrap up (at the site) and must complete post-Games submission of reports and accounting information to the USOC.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s) listed below:

Team Leader:

USA Karate will not solicit applications for the Games Staff position(s). The Games Staff position will be filled by current USA Karate employees and/or contractors that are

experienced in traveling with USA Karate teams to Elite International Competitions, and that meet the criteria listed in Section 2.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position by USA Karate may be removed as a nominee for any of the following reasons, as determined by USA Karate.

- 4.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to USA Karate's CEO.
- 4.2 Injury or illness as certified by a physician (or medical staff) approved by USA Karate. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Karate, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3 Inability to perform the duties required.
- 4.4 Violation of USA Karate's Code of Conduct (Attachment A).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Karate Code of Conduct, the USOC's Games Forms apply. The USOC's Games Forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in #2 above and be selected through the same process as outlined in Section 3.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The USA Karate CEO will make the final approval.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, USA Karate's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

May 6, 2019



9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by USA Karate in the following locations:

4.1 Web site: <http://www.usankf.org>

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

4.2 Other (if any): N/A

Position	Print Name	Signature	Date
USA Karate CEO/Executive Director	Phil Hampel		3/5/2018
USOC Athletes' Advisory Council Representative*	Brian Ramrup		3/5/18

* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.

* If, for some reason, a sport does not have an elected USOC AAC Representative, the NGB/HPMO/PSO must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

USA Karate Code of Conduct

**USA National Karate-do Federation Code of Conduct
MAY 2017**

I. Introduction

The United States National Karate-do Federation (USA Karate) supports United States Karate and Para-Karate athletes in achieving sustained competitive excellence and to support and grow the sport of Karate in the United States. USA Karate accomplishes this mission through its commitment to:

- Honesty, integrity, and trustworthiness in all dealings.
- Respect for the rights, differences, and dignity of others.
- Accountability and transparency.
- Stewardship of the Olympic Movement.

The USA Karate has adopted this Code of Conduct to support these values and with the expectation that the people who work for, or on behalf of, USA Karate conduct themselves consistent with the USA Karate's mission and these core values.

II. Applicability

This Code of Conduct applies to all employees, members, volunteers, board members, committee and member organizations of USA Karate.

III. Reporting Obligations

No code of conduct can address every situation, nor can it take the place of good judgment and integrity. USA Karate maintains an "open door" for anyone who has questions or concerns. USA Karate will support all efforts to comply with this Code of Conduct. If you need advice or assistance concerning the application of any aspect of these standards, consult your supervisor or manager, the CEO, the Ethics Officer, the Ethics Committee, or the Judicial Committee. You are expected to seek advice and clarification promptly when you are uncertain about proper actions or practices.

You should be alert and sensitive to situations that could result in unethical, illegal or improper actions. You have an obligation to report potential or actual violations of this Code of Conduct to your supervisor or manager, the CEO, the Ethics Officer, the Ethics Committee, the Judicial Committee or any other designated reporting authority identified by USA Karate.

USA Karate will provide an Ethics Hotline and Website for reporting Ethics violations, run by an independent service, to provide confidential reporting. These services will support the ability to accept anonymous reports. The Ethics Officer will monitor and address any reports they receive.

The USA Karate Ethics Hotline number is 1-844-598-1865

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The USA Karate Ethics Website is usakarateethics.com

Under no circumstances will an individual be subject to any disciplinary or retaliatory action for filing, in good faith, a report of a violation or potential violation of the Code of Conduct. However, filing known false or malicious reports will not be tolerated, and anyone filing such reports will be subject to appropriate disciplinary action.

IV. Legal Compliance

USA Karate requires that you follow the Code of Conduct and abide by all applicable USA Karate policies and procedures; USOC policies and procedures; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sports Act, codified at 36 U.S.C. §§ 22501 – 22529; and foreign law as applicable. If you ever encounter a conflict of law, such as a conflict between United States and foreign law, or have any questions about the legality of any action, contact the Ethics Committee for further information and guidance.

V. Commitment to Integrity

USA Karate is committed to honesty and integrity as the cornerstone of our activities. In turn, USA Karate expects you to conduct yourself in an ethical and legal manner as a representative of USA Karate. This requires that you:

- Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type, including, without limitation on the basis of race, color, religion, gender, gender identity, sexual orientation, age, national origin or otherwise.
- Know, understand and comply with all applicable laws, regulations and codes of conduct that apply to the business of USA Karate.
- Abide by all rules, regulations and policies established by USA Karate, USOC, IOC, World Karate Federation (WKF), Pan-American Karate Federation (PKF), US Anti-doping Agency (USADA) and World Anti-doping Agency (WADA).
- Ensure that all USA Karate work and transactions are handled with honesty and recorded accurately.

- Protect information that belongs to USA Karate, our workers, volunteers, members and customers.
- Never use USA Karate, WKF, PKF or USOC assets or information for personal gain.
- Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of USA Karate and act accordingly.

Additionally, USA Karate finds sexual and physical abuse intolerable and in direct conflict with Olympic ideals. USA Karate is committed to ensuring that it and its employees, volunteers, board members, committee members, and member organizations promote an environment free from such abuse; and such commitment extends not only to USA Karate's workplace, but also to the creation of safe sporting environments for athletes. To that end, USA Karate forbids any form of sexual or physical abuse, whether in the workplace or outside it, and including instances involving athletes. You have a duty to report any alleged sexual or physical abuse occurring in the workplace or at any USA Karate supported training or sport activity in accordance with USA Karate Safe Sport Participant Safety Handbook to the U.S. Center for SafeSport.

VI. Ethics Program

USA Karate has established an independent Ethics Committee and has designated the Chairperson as the Ethics Officer who reports the CEO or his/her designee. The Ethics Officer will monitor ethics reports and coordinate ethics education for USA Karate. The Ethics Officer works to ensure that the Ethics Committee is involved in ethics issues as appropriate.

VII. Conflicts of Interest

USA Karate has instituted a Conflict of Interest Policy that requires that any conflicts of interest, whether actual or apparent, be reported promptly to the Ethics Officer or Chairperson of the Ethics Committee. A copy of the Conflict of Interest Policy may be found on USA Karate's website at usankf.org. You are subject to the conflict of interest policy, including its mandatory reporting of conflicts. In addition, all USA Karate employees, volunteer staff and Board members are required to complete an annual Conflict of Interest Disclosure Form.

A conflict of interest arises when you have an interest in, obligation to, or relationship with any business, property, or person that could affect your judgment in fulfilling your responsibilities to USA Karate. You are expected to refrain from any activity or investment that constitutes, or might appear to constitute, a conflict of interest. You are also required to disclose to the Ethics Committee any outside activity, relationship or investment in which you are involved or may become involved that is, or has the potential for appearing

to be, a conflict of interest. If you require guidance in this area, your supervisor, the Ethics Officer or USA Karate's CEO should be consulted.

For example, you are not to have a material holding in, or a professional affiliation with, an organization or affiliate with which USA Karate does business or with which USA Karate competes, except as prescribed by USA Karate rules and policies and with the knowledge and approval of the Ethics Officer, who will consult with the full Ethics Committee as appropriate. You may not use your position at USA Karate to benefit yourself, your relatives, friends or your private enterprises. A family or other personal relationship with a USA Karate member, vendor, or competitor also may present a conflict of interest

You must disclose to the Ethics Officer any outside activity, relationship or investment in which you are involved or may become involved that is, or has the potential for appearing to be, a conflict of interest. The Ethics Officer will consult with the Chair of the Ethics Committee and full Ethics Committee as appropriate. If you have any question about whether something may constitute a conflict, it is suggested that you seek guidance from your supervisor, Ethics Officer or USA Karate's CEO.

VIII. Business with or in Foreign Countries

Business conduct in foreign countries may sometimes differ from the United States, both in terms of common practice and legality. USA Karate requires that all business matters be conducted in an ethical and legal manner.

Gifts: The giving of gifts to, and receiving of gifts from, foreign nationals or representatives of foreign governments is governed by a complex set of US and foreign laws. Generally, the giving and receiving of such gifts is very limited or prohibited. Before offering a gift to a foreign national, you must receive the approval of the Ethics Officer. In addition, if an exchange of gifts is both a legal and normal practice, the giving and receiving of such gift(s) will be subject to USA Karate's Gift Policy

Payments: It is a felony under United States laws for USA Karate, any of its staff, or anyone acting on its behalf to give, offer, promise or authorize a payment to a foreign official, foreign political party or official thereof, or any candidate for foreign political office, for the purpose of corruptly obtaining or retaining business for USA Karate.

United States law also makes it a felony to pay money or anything of value to a commission agent, sales representative or consultant when there is knowledge or firm belief that the payment will be used to corruptly influence a government official in connection with business USA Karate is attempting to obtain or retain. Political contributions will not be made by or on behalf of USA Karate in foreign countries.

USA Karate will observe the laws of foreign countries in which it operates concerning payments of agents' fees and commissions, provided these laws are not in conflict with United States law. You are not to engage in activities designated to circumvent foreign laws concerning retaining or paying sales representatives and consultants.

Export Control Laws: It is USA Karate's policy to comply with the export and re-export control rules and regulations under the Export Administration Regulations (EAR) administered by the United States Department of Commerce and the International Trade in Arms Regulations (ITAR) administered by the United States Department of State. You are not to engage in any export-related transaction on behalf of USA Karate, which would violate these regulations. USA Karate executive management has been instructed to ensure that all who are involved in export-related transactions comply with all applicable export control requirements.

IX. Business Relationships

It is imperative that all USA Karate, supplier, vendor and other business relationships are managed in a fair, equitable, ethical and legal manner consistent with the Code of Conduct, all applicable law and good business practices. Wherever practical, USA Karate provides a competitive opportunity for suppliers and vendors' business, and we enlist their active support in ensuring that we meet customer expectations regarding quality, cost and delivery. Decisions to hire or engage a vendor or supplier should be made on the basis of objective criteria, and not on the basis of personal relationships, friendships or the opportunity for personal gain, financial or otherwise. Prior to entering into a transaction or contract for a purchase or potential purchase that involves an actual or perceived conflict of interest, you should consult with the Ethics Officer.

X. Personal Use of Organization Resources

It is the responsibility of all parties to protect and preserve USA Karate's resources. USA Karate resources include such things as company time, materials, supplies (including food), equipment (including vehicles), information, electronic mail and computer systems, facilities and other property. These resources are provided to you to fulfill USA Karate's mission and work and are to be maintained and used for authorized USA Karate-related purposes only. The use of USA Karate resources for personal financial gain is strictly prohibited except where expressly authorized. If you have a question about use of any USA Karate resources, you should contact your supervisor, manager or the CEO. You should report any improper use of USA Karate resources to your supervisor or manager, the Ethics Officer or the Ethics Hotline.

USA Karate also has a Gift Policy that applies to giving and receiving any type of entertainment or gifts in connection with your work with USA Karate or its member

organizations. The Gift Policy also covers gifts to U.S. state, and local government employees. You should consult the Gift Policy, and if necessary obtain permission pursuant to the policy, before giving or receiving any entertainment or gifts. A copy of the Gift Policy may be found on USA Karate's website at usankf.org.

XI. Political Activities and Contributions

USA Karate and its representatives comply with all federal, state and local laws governing participation in government relations and political activities. Additionally, USA Karate funds or resources are not contributed to individual political campaigns, political parties, or other organizations that intend to use the funds primarily for political purposes. USA Karate also does not permit any political literature, campaign materials or politically orientated information, materials, posters, signs, or buttons to be displayed, circulated or otherwise present on USA Karate property or in the course of conducting work for USA Karate.

There are some very limited exceptions to this policy. At times, USA Karate may ask individuals to make personal contact with government officials or to write letters to present USA Karate's position on specific issues. Before doing so, you should confirm with the Ethics Officer that such contact is authorized and in compliance with this policy, and that you are knowledgeable on the specific issues about which you have been asked to speak.

You may, of course, participate in the political process on your own time and at your own expense, so long as you do not give the impression that you are speaking on behalf of or representing USA Karate in such activities. Nor can USA Karate reimburse you for any personal contributions for such purposes. If you are seeking public office, you may use vacation time or request leaves of absence to campaign or hold office. USA Karate will not make contributions to any political candidate or party.

The Ted Stevens Olympic and Amateur Sports Act, the Internal Revenue Code and other applicable law require this policy. You should contact the Ethics Officer if you have any questions or concerns regarding these requirements.

XII. USA Karate Information

All parties are responsible for the integrity and accuracy of organization documents, communications and financial records. All financial information must reflect actual transactions and conform to generally accepted accounting principles. It is a violation of the Code of Conduct to alter or falsify information, including any record or document, to intentionally make a false or exaggerated statement or claim to anyone, or to mislead anyone. Anyone having concerns regarding questionable accounting or auditing matters

should report their concerns to the Ethics Officer or Ethics Hotline, which will refer the matter to the Board of Directors' Audit Committee.

USA Karate's information assets are valuable to the organization, and it is USA Karate policy that all USA Karate representatives must diligently protect this information from loss, theft, inadvertent or unauthorized disclosure or misuse. It is essential that everyone do their part to protect USA Karate information, whether stored in computers, files or elsewhere. You must not discuss with or disclose to any unauthorized persons inside or outside USA Karate any information that is confidential or not publicly available.

USA Karate business should not be discussed with unauthorized persons. You should be careful about discussing USA Karate information and activities in the presence of, or within hearing distance of, unauthorized personnel. You should also not seek or accept any information to which you and USA Karate are not legitimately entitled, regardless of the source.

Your obligations to maintain the confidentiality and protection of USA Karate information does not end even if your employment or other relationship with USA Karate may end.

XIII. Intellectual Property

USA Karate protects the ownership of its intellectual property and respects the intellectual property rights of others. This includes respect for copyrights, trademark rights, patent rights and trade secrets. All parties must refrain from any activity that infringes upon the intellectual property rights of others. In addition, you should contact USA Karate's CEO who will obtain legal counsel regarding any anticipated use of intellectual property that does or may belong to someone else.

ACKNOWLEDGEMENT

I have received and read the document entitled "USA Karate Code of Conduct." I understand that this Code of Conduct is USA Karate policy, and I agree to abide by all of its requirements.

Signature

Date

Printed Name

Position