

March 24, 2022

USA Karate-do Federation
1631 Mesa Avenue, Suite A
Colorado Springs, CO 80906

AUDIT AND CORRECTIVE ACTIONS CLOSURE DOCUMENT

Attention:

The US Center for SafeSport (“the Center”) conducted an Event Audit of USA Karate-do Federation on December 18, 2021. This letter is to record that documentation showing evidence that USA Karate-do Federation’s Corrective Action measures are in place and have been received by the Center. As of March 18, 2022, USA Karate-do Federation was considered compliant related to all Corrective Action areas identified in their 2021 Event Audit Report.

Sincerely,



Hannah Hinton, J.D.
Vice President, Audit and Compliance

CC: Ju’Riese Colon, Chief Executive Officer, USCSS
Brian Curtin, Director of Audit and Compliance, USCSS
Nicole Deal, Chief of Athlete Safety & Security, USOPC
Meara Gonzalez, Director of NGB Audit, USOPC
Sarah Hirshland, Chief Executive Officer, USOPC
Holly Shick, Chief of Ethics and Compliance, USOPC
Laurel Travis, Coordinator, USOPC

March 22, 2022

Phil Hampel
Chief Executive Officer
USA National Karate-do Federation
1631 Mesa Avenue, Suite A
Colorado Springs, CO 80906

Dear Mr. Hampel:

Please find enclosed the U.S. Center for SafeSport's 2021 Final Event Audit Report and Risk Assessment Report of USA National Karate-do Federation. Thirty (30) days from today, the Audit Report will be posted in the Audit & Compliance section at www.uscenterforsafesport.org. Please accept our appreciation for your attentiveness and all the time and effort it took to prepare for this audit.

We strive for the audit process to be productive and beneficial and hope that you found it to be so. If you have any additional questions, concerns or suggestions, please do not hesitate to reach out.

Best Regards,



Hannah Hinton
Vice President, Audit & Compliance

Enclosure

cc:

Mr. Rahul Bawa
Ms. Nicole Deal
Ms. Meara Gonzalez
Ms. Sarah Hirshland
Mr. Brian Ramrup
Ms. Holly Shick
Ms. Laurel Travis
Selected Center Staff Members



EVENT AUDIT REPORT

AUDIT AND COMPLIANCE DEPARTMENT

NGB NAME:

USA National Karate-do Federation

EVENT AUDIT SITE:

U.S. Open at the Paris Hotel

EVENT AUDIT DATE:

December 18, 2021

BACKGROUND AND AUDIT PURPOSE

The U.S. Center for SafeSport (hereinafter “the Center”) is committed to building a sport community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Federal law authorized the Center to develop training to prevent abuse and policies and procedures for implementation by National Governing Bodies (NGBs) and Paralympic Sports Organizations to prevent abuse.

In accordance with 36 U.S. Code 220541, the Center has been granted authority to complete regular and random audits of the NGBs recognized by the U.S. Olympic & Paralympic Committee. The Center will objectively evaluate adherence and level of compliance to the requirements set forth in the U.S. Center for SafeSport Code and the Minor Athlete Abuse Prevention Policies (“the MAAPP”).

AUDIT SCOPE

The scope of this 2021 audit is based on the Event Audit Standards released to NGBs/USOPC on January 23, 2020. The requirements for each section of the audit are included in Appendix A.

The Audit covered the following areas:

- > EDUCATION AND TRAINING
- > COMMUNICATION AND REPORTING
- > QUALITY CONTROL

AUDIT METHODOLOGY

The Center adhered to the following audit protocol:

- *reviewed policies and procedures
- *evaluated processes
- *administered implementation fidelity testing
- *conducted on-site inspections and
- *conducted interviews with various individuals at the site of the competition.

AUDIT SUMMARY

Based on the audit methodology performed, the Center made findings as to whether the standards in Appendix A were met for Education and Training, Communication and Reporting and Quality Control (each using scoring guidelines in Appendix B).

SCORING SUMMARY

STANDARD	SCORE
EDUCATION AND TRAINING	IMPLEMENTED
COMMUNICATION AND REPORTING	IMPLEMENTED
QUALITY CONTROL	IMPLEMENTED

AUDIT AREA: **EDUCATION AND TRAINING**

REQUIREMENTS:

1. NGB must identify all adults at event required to complete the Center's Core SafeSport training.
2. NGB must provide a list of above adults to the Center.
3. NGB must ensure that all adults required to satisfy the Center's core SafeSport training requirements did so prior to the event/competition.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied. Of the 10 individuals randomly selected for testing from the list provided by USA National Karate-do Federation (USAK), 10 (100%) were properly included.

Requirement No. 2 is satisfied.

Requirement No. 3 is satisfied. Of the 43 individuals randomly selected for testing, 42 (97.6%) properly completed the Center's SafeSport training requirements prior to the event/competition.

CORRECTIVE ACTIONS:

No Corrective Actions required.

MANAGEMENT RESPONSE

PROCESS OWNER/RESPONSIBLE INDIVIDUAL: N/A

ANTICIPATED TIMELINE: N/A

CORRECTIVE PLAN:

No Management Response required.

AUDIT AREA: **COMMUNICATION AND REPORTING**

REQUIREMENTS:

1. NGB must communicate Reporting protocol and MAAPP requirements to the event director within the 30 days prior to the event/competition.
2. Event organizer (whether NGB or an Event Director) must communicate MAAPP requirements and Reporting protocol for MAAPP violations to all event/competition participants within the 30 days prior to the event/competition. Day-of registrants must also be informed of MAAPP requirements and Reporting protocol of violations of the MAAPP during the event registration process.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is not applicable, as USAK was present at and responsible for the operation of the event.

Requirement No. 2 is satisfied. USAK provided communication of the MAAPP and Reporting protocol for MAAPP violations to volunteers on 12/16/21 via 'SignUp Genius'. Coaches, event staff, and officials received a copy of the communication on 12/16/21 via 'Tournament In A Box' (TIAB) system message campaign. Athletes, coaches, medical staff, vendors, and officials who registered on-site received communication of the MAAPP and Reporting protocol for MAAPP violations. Specifically, USAK registration staff provided these individuals with credentials that included a QR code for each communication.

However, it was noted that the procedure to communicate the policies, which required registration staff members to provide on-site registrants with instructions to scan QR codes located on their credentials allowing review of the MAAPP and Reporting Protocol, was not implemented consistently. This finding does not impact the audit score.

CORRECTIVE ACTIONS:

1. USAK must update its written procedure to ensure that the policy to communicate the MAAPP and Reporting protocol is implemented consistently to all event participants, including all on-site registrants.

MANAGEMENT RESPONSE

PROCESS OWNER/RESPONSIBLE INDIVIDUAL: Phil Hampel

ANTICIPATED TIMELINE: March 17, 2022

CORRECTIVE PLAN:

1. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.

AUDIT AREA: **QUALITY CONTROL SYSTEM**

REQUIREMENTS:

1. NGB must establish a quality control system for events/competitions.
2. The quality control system must include the following:
 - a. Written policy and procedure to ensure adults who have not completed the Center's Core SafeSport training are not able to have regular contact and/or authority over minor athletes (this includes walk-ups, day-of registrants, replacement referees/officials etc.).
 - b. Written policy and procedure to ensure individuals who have been suspended and/or banned by the NGB and the U.S. Center for SafeSport are not able to participate in the event or competition.
 - c. Oversight and monitoring protocol by NGB including post event/competition review to ensure individuals who should be precluded from participating in the event/competition are not able to participate in future events/competitions.

SCORE:

Implemented

RATIONALE:

Requirement No. 1 is satisfied.

Requirement No. 2a is satisfied. USAK has a written policy and procedure to ensure adults who have not completed the Center's SafeSport training are not able to participate in USAK signature (sanctioned) events. Specifically, the procedure requires that coaches, adult athletes, and officials pre-register for the event through USAK's tournament database. This tournament database is connected to USAK's membership system (Sport 80). This enables the tournament database to automatically cross-check Sport 80 to verify that these individuals have completed the training prior to allowing registration.

USAK staff, Board members, event volunteers, and medical participants are compiled and manually checked against USAK's National Office tracking spreadsheet and entered in the tournament database to confirm that the Center's training has been completed. Additionally, Press/Media are verified to have completed SafeSport training prior to receiving a credential.

Requirement No. 2b is satisfied. USAK has a written policy and procedure to ensure individuals who have been banned and/or suspended by either the NGB or the Center are unable to participate in the event. All individuals participating in the event must have a membership. Members who are banned are marked as such in Sport 80 and automatically prevented from registering for the event. Additionally, all adults who have pre-registered and/or are selected to work the event are manually cross-checked against USAK's Safe Sport Banned and Exceptions spreadsheet to ensure that banned individuals have not created a new membership within Sport 80 to register for the event. Additionally, any individual that registers on-site will be manually cross-checked against the banned and/or suspended list.

Requirement No. 2c is not applicable. USAK utilizes both an automated and manual cross-check to ensure individuals who should be precluded from participating in events/competitions are prevented from participating.

AUDIT AREA: **QUALITY CONTROL SYSTEM**

CORRECTIVE ACTIONS:

No Corrective Action is required.

MANAGEMENT RESPONSE

PROCESS OWNER/RESPONSIBLE INDIVIDUAL: N/A

ANTICIPATED TIMELINE: N/A

CORRECTIVE PLAN:

No Management Response required.

1. EDUCATION AND TRAINING

Auditor will request a list of all individuals specific to the NGB/USOPC who are required to take training (adult participants, coaches, referees/officials, volunteers, medical staff, contractors, etc.). All individuals with regular contact and/or authority over minor athletes must be SafeSport Trained prior to any event.

2. COMMUNICATION AND REPORTING

A minimum of one direct communication to event/competition organizers must be distributed no earlier than 30 days prior to the event/competition informing participants of the MAAPP requirements and be sent in the same manner as playing rules, code of conduct, etc. Communication must also include protocol for reporting suspected or alleged MAAPP violations.

3. QUALITY CONTROL SYSTEM

Auditor will evaluate the NGB/USOPC quality control system in place to ensure that suspended/banned individuals (either by the Center or the NGB/USOPC) and individuals who are not SafeSport Trained are unable to register or participate in the event/competition (testing based on credentialed, registered participants, not spectators).

Quality Control System must include:

- > NGB/USOPC policies and procedures pertaining to participant registration, and staffing and volunteers (e.g., requirement to cross-reference Center's Disciplinary Database prior to registration, manual list sent to competition organizers of those who are suspended or have not taken training, or give access to certain individuals running competition);
- > Policies and protocols in place to minimize the risk for individuals to slip through the cracks (1-day/short-term memberships, volunteers, on-site registration, last minute referee substitutions, etc.); and
- > Oversight and monitoring by NGB/USOPC even if not on-site (e.g., required to send list of participants to NGB/USOPC if registration is not done through NGB/USOPC) and back-end oversight to catch individuals who should not participate (assuming registration is not done through NGB/USOPC on the front end).

NOT IMPLEMENTED

A finding of this type indicates a minimal reduction in risk to minor athletes and reveals what is determined to be a poor environment of safety and well-being for minor athletes.

This can be a result of, but not limited to the following:

- > Complete absence of policies and/or relevant and supporting documentation where required.
- > Complete absence of communication to Applicable Adults regarding specific policy/requirements.
- > Complete absence of reporting and oversight structure for Required Prevention Policy violations.
- > Less than 70% compliance on Education & Training requirements.

PARTIALLY IMPLEMENTED

A finding of this type indicates a moderate reduction in risk to minor athletes and reveals what is determined to be a limited environment of safety and well-being for minor athletes.

This can be a result of, but not limited to the following:

- > Presence of policies but missing relevant and supporting documentation.
- > Presence of policies that do not meet the mandatory minimum requirements of the MAAPP.
- > Not adequately or consistently providing communication to Applicable Adults regarding policy/requirements.
- > Lack of an adequate reporting and oversight structure for Required Prevention Policy violations.
- > Between 70% and 90% compliance on Education & Training requirements.

IMPLEMENTED

A finding of this type indicates a significant reduction in risk to minor athletes and reveals what is determined to be a satisfactory environment of safety and well-being for minor athletes.

This can be a result of, but not limited to the following:

- > Presence of policies and all relevant and supporting documentation provided where required.
- > Adequate and consistent communication to Applicable Adults.
- > Adequate reporting and oversight structure for Required Prevention Policy violations.
- > 90% or higher compliance on Education & Training requirements.

RISK ASSESSMENT REPORT

AUDIT AND COMPLIANCE DEPARTMENT

NGB NAME:

USA National Karate-do Federation

EVENT SITE:

U.S Open at the Paris Hotel

EVENT DATE:

December 18th, 2021

BACKGROUND AND ASSESSMENT PURPOSE

In accordance with 36 U.S. Code 220541, the Center has been granted authority to complete regular and random audits of National Governing Bodies recognized by the U.S. Olympic & Paralympic Committee. The Center objectively evaluated adherence and level of compliance to the requirements set forth in the SafeSport Code and the Minor Athlete Abuse Prevention Policies (MAAPP). To help NGBs gauge their level of compliance with the MAAPP, the Center performed a risk assessment based on the Required Prevention Policies outlined in the MAAPP at an NGB event or competition site. This risk assessment report incorporates review of all areas of potential consideration for complying with applicable MAAPP policies and proposes recommendations or proactive actions to improve abuse prevention activities or protocols at NGB events and competition sites.

RISK ASSESSMENT SCOPE

The 2021 Risk Assessment is based on the 2019 version of the Minor Athlete Abuse Prevention Policies.

The Assessment covered the following areas:

- > **ONE-ON-ONE INTERACTIONS**
- > **MASSAGE AND RUBDOWN AREAS**
- > **LOCKER ROOM AND CHANGING AREAS**
- > **SOCIAL MEDIA**
- > **LOCAL/TEAM TRAVEL**

ASSESSMENT METHODOLOGY

The center reviewed policies and procedures relative to the implementation of the 2019 Minor Athlete Abuse Prevention Policies. The Center made the Assessment at the site of competition through observation, inspection, interviews with coaches, staff, parents and athletes. Some areas were not applicable to some NGB/USOPC competitions. The Center requested and received additional information and sought clarification during the assessment.

ASSESSMENT SUMMARY

Based on the audit methodology performed, the Center made findings and used scoring guidelines in Appendix A.

RISK ASSESSMENT REQUIREMENTS

The below elements and policies apply to all Applicable Adults as defined in the MAAPP. Testing for these items will be done by the auditor through observation and inspections at the site of competition and interviews with coaches, parents and athletes. Some areas will not be applicable to some NGB/USOPC competitions.

GENERAL OBSERVATIONS / ASSESSMENTS

PURPOSE:

The purpose of this General section is to note observations and assessments that were common throughout the audit and provided an overall picture of the risk level for minor athletes at the event. Some of these observations and assessments highlighted various unique aspects of the event/venue, some were related to at least two sections of the MAAPP; some were found to potentially have an adverse impact on athlete safety and well-being.

OBSERVATIONS:

MAAPP Awareness and Understanding

- The auditor spoke with several athletic trainers, two coaches, two registration staff members, one volunteer, and one official.
- All individuals spoken to were aware of the Minor Athlete Abuse Prevention Policies (MAAPP) and recalled receiving communication of the MAAPP prior to the event. Two coaches demonstrated they were able to review the MAAPP by scanning the QR code on their credentials.
- One official and volunteer also specifically noted reviewing SafeSport information related to the MAAPP policies at a pre-event meeting.
- All individuals interviewed demonstrated understanding of the MAAPP and often spoke about the specific policies.
- USA National Karate-Do Federation (USAK) posted QR codes, which linked to the MAAPP policy, on the lower left-hand corner of all the signage placed throughout the event.
- USAK provided communications of the MAAPP to all pre-registered participants prior to the event. Individuals who registered on site were to be directed to review the QR codes, which links to the MAAPP, at the time of registration. During observations of the on-site registration process, it was noted that some individuals did not receive instructions to scan the QR code to review the MAAPP communication.
- USAK hosted separate pre-event meetings for officials, volunteers, and event staff. USAK reviewed the MAAPP policies in these meetings.

Reporting Protocols

- USAK emailed specific communication regarding the protocol to report MAAPP violations to all pre-registered participants prior to the event. Individuals who registered on site were to be directed to review the QR codes, which links to the “How to Report a Concern” flyer at the time of registration. During observations of the on-site registration process, it was noted that some individuals did not receive instructions to scan the QR code to review the “How to Report a Concern” flyer.
- USAK posted QR codes, which linked to the “How to Report a Concern” flyer, on the lower left-hand corner of all the signage placed throughout the event.
- All individuals spoken to discussed reporting alleged violations to either USAK staff directly on-site or online.

- One official and one volunteer specifically noted reviewing SafeSport information related to reporting alleged sexual misconduct and violations of the MAAPP policy.
- USAK hosted separate pre-event meetings for officials, event staff, and volunteers which covered the procedures to report violations of the MAAPP and sexual misconduct.

Event Layout and Accessibility

- The event was hosted at the Paris Hotel in Las Vegas, NV. For the event, USAK utilized the Paris Ballroom event venue which consisted of an entrance area with a registration desk, the Paris Ballroom, Versailles Ballroom, Champagne Ballroom, four smaller meeting rooms, and the Paris foyer (the main hallway from the entrance which led to the Paris Ballroom and meeting rooms).
- At the entrance area, USAK staff issued spectator wristbands. A credential check station was located/situated past the registration desk prior to entering the main hallway and the Paris Ballroom. Volunteers were staffed at this area to ensure all individuals entering the main hallway wore a credential or a wristband.
- The main hallway was used by event participants and spectators to mingle, warm-up, or prepare for staging times. Off the main hallway were restrooms, four meeting rooms, and two entrances into the Paris Ballroom.
- Two of the four meeting rooms were utilized for the event. One room was restricted to VIP event staff and the other was used as the officials' and VIP event staff's lunchroom. Paris hotel staff utilized the remaining rooms to prepare food. It was noted that all rooms were locked and restricted to the designated individuals.
- The first entrance to the Paris Ballroom was accessible by credentialed event participants and spectators and included an open seating area. Vendor booths were also located in this area. This entrance led to the main competition space. The second entrance to the Ballroom was used for athlete staging, warm-up, and on-site registration. Both credentialed participants and spectators were allowed access to the staging area. The warmup area was restricted to credentialed event participants. A volunteer controlled access to this area. This entrance also led to the competition space.
- The competition space included approximately 8 competition mats. Scoring judges were stationed around each mat. Scorers' tables and medical tables were located between competition mats. Spectators were restricted from the competition area and separated by bike rack barriers. Spectators also sat in stands on each side of the competition mats.
- Within the competition area, closer to entrance two, was an officials' seating section, photography area and a tech section. This area was restricted to credentialed participants. USAK staff frequently monitored this area to ensure only credentialed participants were in this space.
- A large room parallel to the competition area was designated as a warm-up space. The competition area and warm-up room were connected by a hallway with doors closed on either side. Doors to this hallway were not locked, which enabled individuals to access both spaces.
- A separate hallway, located closer to the registration desk but before the entrance to the main hallway, was open and provided an entrance into the warm-up area, Versailles Ballroom, and the Champagne Ballroom. Individuals would use this hallway to warm-up and mingle. While the Ballrooms were utilized for pre-event meetings, they were not restricted or locked.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the MAAPP and Reporting Protocol.
2. USAK should consider additional signage to restrict access to hallways and Ballrooms that are not utilized for the event/competition.

NGB MANAGEMENT RESPONSE:

1. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures:
 - to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.
 - to add Directional Signage to restrict access to areas not part of the event space.

MAAPP ELEMENT #1: ONE-ON-ONE INTERACTIONS

POLICY IMPLEMENTATION:

One-on-one meetings with minor athletes must be observable and interruptible. If warranted, proof of emergency circumstances, proof of policy and consent forms for a one-on-one meeting with a health care professional, and proof of policy and consent forms for individual training sessions must be provided.

SCORE:

Meets baseline MAAPP requirements

OBSERVATIONS:

- The competition area, spectator/vendor area, staging/warmup/registration area, and main hallway limited the possibility for impermissible one-on-one interactions to occur.
- There was a possibility that one-on-one interactions could occur in the warmup area parallel to the competition space, the closed off hallways which connected these rooms, and the additional Ballrooms.
- No one-on-one interactions with a minor athlete were observed by the auditor to have occurred in the warmup spaces parallel to the competition area, the closed off hallway between the warm-up area and competition floor, or hallways between the warm-up spaces and additional Ballrooms. The auditor made several observations of these spaces, noting that participants who used the warmup areas and open hallways were either in groups or accompanied by their parents. It should be noted that during all but one observation of the warmup room parallel to the competition area there were no persons present, neither participants nor event or hotel staff. Two spectators were seen in the warmup room during one observation.
- Auditor noted a spectator who accessed the closed hallway between the competition area and warm-up room. This individual was by themselves with no minor athlete present.
- USAK communicated the One-on-One Interactions policy to all participants that pre-registered within 30 days of the event. However, it was noted that some on-site registrants were not provided instructions to review the One-on-One interactions policy at the time of registration.
- USAK posted signage throughout the event which included a QR code that would direct individuals to the One-on-One Interactions policy.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the One-on-One Interactions Policy.

NGB MANAGEMENT RESPONSE:

1. The One-on-One Interaction Policy is included in the MAAPP At-A-Glance Document. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.

MAAPP ELEMENT #2: MESSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES

POLICY IMPLEMENTATION:

Any massage or rubdown/athletic training modality must be conducted in an open and interruptible location with at least one other adult present.

SCORE:

Meets baseline MAAPP requirements

OBSERVATIONS:

- There were two athletic training areas. One table was located in the middle of mats 1-4 and the other table was located between mats 4-8. Multiple trainers were present at each athletic training table.
- Any athletic training that occurred at the event was done so in the middle of the competition area, which was observable by all participants in that area.
- The auditor observed one instance of athletic training. Several athletic trainers were present during this interaction.
- All athletic trainers spoken to were aware of the requirements of the Massage and Rubdowns/Athletic Training Modalities policy.
- USAK communicated the One-on-One Interactions policy to all participants that pre-registered for the event within 30 days prior to the event. However, it was noted that some on-site registrants were not provided instructions to review the One-on-One interactions policy at the time of registration.
- USAK posted signage which included a QR code that would direct individuals to the Massage and Rubdowns/Athletic Training Modalities policy.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the Massage and Rubdowns Policy.

NGB MANAGEMENT RESPONSE:

1. The Massage and Rubdown Policy is included in the MAAPP At-A-Glance Document. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials

MAAPP ELEMENT #3: LOCKER ROOMS AND CHANGING AREAS

POLICY IMPLEMENTATION:

Any use of a recording device is prohibited in locker rooms and changing areas, unrelated Applicable Adults are never allowed to be alone in these areas with a minor athlete. Staff member/ volunteer conducts regular and random monitoring of area(s).

SCORE:

Meets baseline MAAPP requirements

OBSERVATIONS:

- USAK provided men's and women's restrooms for the event. Restroom entrances were left open to allow for observation of individuals entering and exiting these areas. Each restroom included multiple private stalls.
- Prior to the start of competition, USAK utilized these restrooms as weigh-in areas. Multiple Applicable Adults were present in the restrooms during weigh-ins. USAK designated specific times for weigh-ins to occur to ensure that adult and minor athletes did not weigh-in during the same times.
- Competitors utilized these restroom stalls to change into their Gi (uniform). The auditor made observations of the male restroom and did not observe any male athletes changing outside of the private stalls.
- USAK posted the Locker Room and Changing Areas policy outside both restrooms.
- USAK communicated the Locker rooms and Changing Areas policy to all participants that pre-registered for the event within 30 days prior to the event. Some on-site registrants were not provided instructions to review the Locker room and Changing Areas policy at the time of registration.
- It was noted that some athletes did attempt to change uniforms in the staging areas and hallways. The auditor noted multiple occasions when USAK staff intervened to prevent changing outside of the restrooms.
- The auditor observed USAK staff members monitoring restrooms on one occasion. There is no procedure to document the monitoring of these areas.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the Locker Rooms and Changing Areas policy.
2. USAK should consider creating a procedure to document restroom monitoring.

NGB MANAGEMENT RESPONSE:

1. The Locker Room and Changing Area Policy is included in the MAAPP At-A-Glance Document. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures:
 - to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.
 - to add a daily log of checks to the changing areas

MAAPP ELEMENT #4: SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

POLICY REVIEW:

Social Media and Electronic Communications must be communicated to participants within the 30 days prior to event. Electronic Communications with minor athletes must be professional, open and transparent, must include another Applicable Adult or the minor's legal guardian.

SCORE:

Meets baseline MAAPP requirements

OBSERVATIONS:

- USAK communicated the Social Media and Electronic Communications policy to all participants that pre-registered for the event within 30 days prior to the event. However, it is noted that some on-site registrants were not provided instructions to review the Social Media and Electronic Communications policy at the time of registration.
- USAK posted signage which included a QR code that would direct individuals to the Social Media and Electronic Communications.
- Coaches interviewed stated they do not communicate with minor athlete's one-on-one. One coach mentioned that he communicates via group-text with minor athletes and their parents. Another coach mentioned that he only communicates with the minor athletes' parent.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the Social Media and Electronic Communications policy.

NGB MANAGEMENT RESPONSE:

1. The Social Media and Electronic Communications Policy is included in the MAAPP At-A-Glance Document. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.

MAAPP ELEMENT #5: TEAM TRAVEL/LOCAL TRAVEL

POLICY REVIEW:

Team Travel/Local Travel policy must be communicated to participants within the 30 days prior to event. Consent forms required for Applicable Adults to travel alone with an unrelated minor athlete, absent emergency circumstances.

SCORE:

Meets baseline MAAPP requirements

OBSERVATIONS:

- USAK communicated the Team Travel and Local Travel policy to all participants that pre-registered within 30 days prior to the event. However, it is noted that some on-site registrants were not provided instructions to review the Team Travel and Local Travel policy at the time of registration.
- USAK posted signage which included a QR code that would direct individuals to the Team Travel and Local travel policy.
- Coaches interviewed stated they did not travel with their minor athletes, but that parents did.
- The auditor observed minor athletes entering the event with their parents.

RECOMMENDATIONS:

1. USAK must ensure that all on-site registrants receive instructions to review the Team Travel and Local Travel policy.

NGB MANAGEMENT RESPONSE:

1. The team Travel and Local Travel Policy is included in the MAAPP At-A-Glance Document. USA Karate will update the USA-NKF SafeSport Quality Control Procedure and USA-NKF Signature Event Operation Procedures to ensure that the volunteers distributing credentials are aware of the policy to advise each person picking up credentials of the MAAPP At-A-Glance and How to Report links on the credential. Tabletop signage will also be placed at credential pickup to remind credential holders to review the MAAPP At-A-Glance and How to Report. The back of the sign will remind volunteers what to tell individuals picking up credentials.

APPENDIX A | MAAPP RISK ASSESSMENT SCORING GUIDE

(Some elements will not be applicable to some NGBs)

DOES NOT MEET BASELINE MAAPP REQUIREMENTS

A finding of this type indicates that through observations/interviews/inspections at competition site, it was determined that the basic requirements within the MAAPP were not met. Therefore, there was minimal risk to minor athletes. This can be a result of, but not limited to the following:

- > One-on-one interactions between adult and minor athlete were not observable and interruptible
- > Massages/rubdowns were not conducted with a second adult in the room
- > Locker rooms/changing areas were not regularly and randomly monitored by staff/volunteers
- > No communication was provided to event participants to reveal how to report suspected or alleged violations of the MAAPP
- > No communication was provided to event participants to articulate social media, team travel and/or local travel policies during event and/or competition

MEETS BASELINE MAAPP REQUIREMENTS

A finding of this type indicates that through observations/interviews/inspections at competition site, it was determined that the basic requirements within the MAAPP were met. A finding of this type indicates a reduction in risk to minor athletes. This can be a result of, but not limited to the following:

- > One-on-one interactions between adult and minor athlete were observable and interruptible
- > Massages/rubdowns were conducted with a second adult in the room
- > Locker rooms/changing areas were regularly and randomly monitored by staff/volunteers
- > Communication was provided to event participants to reveal how to report suspected or alleged violations of the MAAPP
- > Communication was provided to event participants to articulate social media, team travel and/or local travel policies during event and/or competition

EXCEEDS BASELINE MAAPP REQUIREMENTS

A finding of this type indicates that through observations/interviews/inspections at competition site, it was determined that the basic requirements within the MAAPP were met and NGB went 'above and beyond' to ensure the safety and reduced risk to minor athletes. This can be a result of, but not limited to the following:

- > All required MAAPP policies were met
- > Multiple locations of signage articulating MAAPP requirements were observed
- > Multiple mediums (signage, pamphlets, QR codes, emails, social media, public address announcements) were utilized to reveal how to report suspected or alleged violations of the MAAPP
- > Multiple mediums (signage, pamphlets, QR codes, emails, public address announcements) were utilized to articulate social media, massage/rubdown areas, locker rooms/changing areas, team travel and/or local travel policies during event and/or competition