
United States Olympic & Paralympic Committee Audit & Organizational Advancement Department



Report for:
USA National Karate-do Federation, Inc.

Review of:
Compliance Checklist

Dated:
July 16, 2019



UNITED STATES
OLYMPIC & PARALYMPIC
COMMITTEE
1 Olympic Plaza
Colorado Springs, CO 80909

July 16, 2019

Phil Hampel
Chief Executive Officer
USA National Karate-do Federation, Inc.

Dear Phil,

Enclosed is the United States Olympic and Paralympic Committee's (USOPC) report on the 2018 Compliance Checklist for USA National Karate-do Federation, Inc. (USA-NKF). We want to express our appreciation for the time you and your staff spent completing the Checklist and providing documents during the review.

USA-NKF was compliant in the areas as it specifically relates to the compliance checklist report for the questions outlined below in the following areas: governance / managerial; financial capability; due process and athlete representation; SafeSport; and anti-doping. There were initially six deficiencies identified in: due process and athlete representation; and SafeSport. USA-NKF has updated its policies and are now fully compliant with the 2018 Compliance Checklist.

The report will be presented to the USOPC Athlete and NGB Engagement Committee and be made available on the Team USA website. We hope you found the review process to be helpful. If you have any suggestions, please do not hesitate to share them with us.

Sincerely,

Bridget Toelle, CPA, CIA
Vice President
Audit & Organizational Advancement

Rich Wright
Staff Auditor

cc: Rick Adams Chris McCleary John DePasquale
Wendy Guthrie Denise Parker Brian Ramrup
Onye Ikwuakor



COMPLIANCE CHECKLIST REPORT

USA National Karate-do Federation, Inc

OBJECTIVE AND SCOPE

The objective of the review is to verify USA-NKF is in compliance with key elements of the Ted Stevens Olympic and Amateur Sports Act, the USOPC Bylaws and certain USOPC policies, in order to demonstrate ongoing commitment to the values and requirements of membership in the USOPC. The scope includes the 2018 Compliance Checklist certified by USA-NKF and the supporting documents provided by USA-NKF. Compliance Checklist procedures are designed to verify that certain NGB policies are in place. This Compliance Checklist does not conclude on the effectiveness of any policies reviewed. Additional audit procedures are completed on select NGBs each year to verify various policies and processes are being followed.

The following chart shows all the requirements in the Compliance Checklist and corresponding status for USA-NKF. For any deficiencies, see the explanations and action plans after the chart.

	Question	Status
Governance / Managerial		
1	Do you have a code of conduct for your employees, members, board of directors and officers?	Compliant
2	Do you have a strategic plan that is capable of supporting athletes in achieving sustained competitive excellence, and in growing the sport?	Compliant
3	Do you have your current bylaws posted on your website?	Compliant
Financial Capability		
4	Are you recognized by the IRS as a tax-exempt organization?	Compliant
5	Are you incorporated under the laws of a state of the United States or the District of Columbia as a not-for-profit corporation?	Compliant
6	Do you have your three most recent IRS Form 990s on your website?	Compliant
7	Have you completed and posted on your website your three most recent annual audited financial statements?	Compliant
8	Do you have written financial policies and procedures?	Compliant
9	Do you have an approval and/or review process for cash disbursements?	Compliant
10	Do you provide frequent (monthly or quarterly) financial statements to your board or designated committee?	Compliant
11	Do you have a board-approved annual budget?	Compliant
12	Have you spent USOPC funds as required by the funding agreements in the previous 12 months?	Compliant
Due Process and Athlete Representation		
13	Do you provide procedures for the prompt and equitable resolution of grievances of your members?	Compliant
14	Do your grievance procedures provide for fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator or official before declaring the individual ineligible to participate?	Compliant

15	Do you require at least 20% athlete representation on grievance panels?	Compliant
16	Do you have at least 20% athlete representation on your board of directors?	Compliant
17	Do you have at least 20% athlete representation on your budget committee?	Compliant
18	Do you have at least 20% athlete representation on your selection committee, which prepares, approves or implements selection of international, Olympic, Paralympic and Pan American Games team members, including athletes, coaches, administrators and sport staff?	Compliant
SafeSport		
19	Do you have USOPC SafeSport language in your bylaws that provides jurisdictions to the U.S. Center for Safe Sport?	Compliant
20	Do you have a USOPC-compliant Athlete Safety Policy?	Compliant
21	Do you have a grievance process that is materially free of bias and conflicts of interest for SafeSport allegations, and includes the opportunity for review by a disinterested individual or body?	Compliant
22	Does your policy require criminal background checks, at least every two years, for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
23	Does your policy require education and training specific to SafeSport for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
Anti-Doping		
24	Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOPC National Anti-Doping Policy and of the USADA Protocol?	Compliant
25	Unless otherwise agreed by USADA, at least quarterly do you provide USADA with an updated list of athletes, proposed by your NGB, to be included in the USADA RTP? With respect to each athlete on such list and such additional athletes as may be designated by USADA for inclusion in the USADA RTP, do you provide USADA with initial contact information which shall, at a minimum, include accurate residential, mailing and email addresses (if available) and phone numbers for each athlete?	Compliant
26	At least six months prior to the commencement of the most recent applicable Olympic or Paralympic Games, did you provide USADA with a list of all athletes that may have reasonably been selected to represent the U.S. in such Games?	Compliant
27	Do you have an identified staff member to act as a liaison with USADA?	Compliant

DEFICIENCIES

Do your grievance procedures provide for fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator or official before declaring the individual ineligible to participate?

Section 5.5, of USA-NKF's bylaws states "A member shall have the right to a hearing prior to termination pursuant to the provisions related to administrative grievances under Section 14 below except as the Board may provide by rule for emergency suspensions." Section 5.5 does not offer a hearing if a member is suspended.

The practice of suspending or terminating members prior to an opportunity for a hearing violates the Ted Stevens Act §220522 (a)(8). USA-NKF must offer a hearing prior to termination or suspension, as it does not appear that a hearing is offered in all cases of these disciplinary actions.

USA-NKF Action Plan: *We will modify the bylaws to include suspensions.*

USOPC Status Update: USA-NKF updated its bylaws to address this deficiency. Auditor verified USA-NKF cured this deficiency on June 4, 2019.

Do you have at least 20% athlete representation on your budget committee?

USA-NKF meets the 20% athlete representation requirement in practice, however the bylaws do not distinguish for athlete representatives (reps) seated on committees to be approved by athletes or a representative group of athletes who meet the athlete rep standard under USOPC Bylaws Section 8.

USA-NKF Action Plan: *Budget committee would be our audit committee. We will create a process of vetting athlete committee members by the AAC as that collection of athletes is selected by the athletes. We will need to incorporate specific language to require a confirmation vote if there is no selection vote required due to the number of nominees.*

USOPC Status Update: USA-NKF updated its bylaws to address this deficiency. Auditor verified USA-NKF cured this deficiency on June 4, 2019.

Do you have at least 20% athlete representation on your selection committee, which prepares, approves or implements selection of international, Olympic, Paralympic and Pan American Games team members, including athletes, coaches, administrators and sport staff?

USA-NKF was deemed deficient for the reason noted above.

USA-NKF Action Plan: *Same as above although the selection procedure is signed off the USOPC AAC Rep and that athlete participates in the selection. However, we will incorporate the AAC approval here as well.*

USOPC Status Update: USA-NKF updated its bylaws to address this deficiency. Auditor verified USA-NKF cured this deficiency on June 4, 2019.

Do you have a USOPC-compliant Athlete Safety Policy?

USA-NKF was deemed deficient for the following:

- USA-NKF does not provide a direct contact on its website for SafeSport complaints.
- USA-NKF does not clearly identify how to report non-sexual misconduct violations.
- USA-NKF does not provide jurisdiction to the U.S. Center for SafeSport (USCSS) in its Participant Safety Handbook.

USA-NKF does not clearly identify that anyone falling under the policy application guidelines on page 10 of the Safety Policy, including athletes in the USADA testing pool, referees, coaches, and all individuals who may be formally authorized, approved, or appointed to a position of authority over or to have frequent contact with athletes, are required to complete background checks and training and education.

USA-NKF Action Plan: *Participant Safety handbook update was granted a waiver on 12/31 due date as we were seeking clarification to the SafeSport Code and Minor Athlete Abuse Prevention Policies. I understand now that the immediate issue is not the new code and Minor Athlete Abuse Prevention Policies, so we will add the jurisdiction clause now and adjust the rest when the code is finalized. Website content will be updated to add the US Center for SafeSport links and phone number and USA-NKF Ethics Site and hotline number.*

USOPC Status Update: USA-NKF updated its online athlete safety information and "Participant Safety Handbook" to address all bullets in this deficiency. Auditor verified USA-NKF cured this deficiency on June 11, 2019.

Does your policy require criminal background checks, at least every two years, for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?

USA-NKF was deemed deficient for the reason noted above.

USA-NKF Action Plan: *The time frame is in the existing participant Safety Handbook and we will be clear in the updated Participant Safety Handbook that covered individuals are also required to meet the 2 year process that automatically recheck annually.*

USOPC Status Update: USA-NKF updated its online athlete safety information and "Participant Safety Handbook" to address this deficiency. Auditor verified USA-NKF cured this deficiency on June 11, 2019.

Does your policy require education and training specific to SafeSport for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?

USA-NKF was deemed deficient for the reason noted above.

USA-NKF Action Plan: *We will clarify the training requirement applies to all covered individual.*

USOPC Status Update: USA-NKF updated its online athlete safety information and "Participant Safety Handbook" to address this deficiency. Auditor verified USA-NKF cured this deficiency on June 11, 2019.

CONCLUSION

With the changes update to its policies, USA-NKF is now fully compliant with the USOPC's Compliance Checklist. The Compliance Checklist does not conclude on the effectiveness of any policies reviewed. Additional audit procedures are completed on select NGBs each year to verify various policies and processes are being followed.