



**USA National Karate-do Federation Board of Directors Meeting
August 4, 2021, 12:00 MDT – Video Conference**

Attendees

Sasha Gerritson
Rahul Bawa
John DiPasquale
Roger Jarrett
Doug Jepperson
Brian Ramrup
Matthew Ralph
Tokey Hill

Also Present

Phil Hampel

Call to Order

Declaration of Conflicts of Interest

None

Q4 2020 Financials Approval

- Q4 financials sent out for board review were created by Altruic at the end of 2020. Rahul Bawa noted a variance from a current report he ran from QuickBooks. All board members have access to QuickBooks reports. There were adjustments post the snapshot. The board is approving the latest version from the QuickBooks reports. Altruic is reviewing and will correct the snapshot. All reports are from QuickBooks as QuickBooks is the system of record.
- Sasha Gerritson suggested we mark the 2020 financials as an exception due to cancellations due to the COVID Pandemic. There was significant loss of revenue due to events being cancelled.
 - Motion to approve Doug Jepperson second – Sasha Gerritson
 - For 5 Against 0 Brian Ramrup abstained as he had not reviewed the updated financial report.

Mathew Ralph joined the meeting



Review and Approve Existing Policies

(<https://www.teamusa.org/usa-karate/about-us/governance-documents>)

- Code of Conduct V2.0
 - Rahul Bawa noted to the Board 3 key areas
 - Responsibility to report issues related to SafeSport
 - Required to disclose conflicts
 - Commitment to integrity, the appearance of misconduct can be damaging
 - Motion to approve Brian Ramrup Second – Doug Jepperson
 - For 7 Against 0
- Whistleblower Policy V2.0
 - Motion to approve Brian Ramrup Second – Roger Jarrett
 - For 7 Against 0
- Gift Policy V2.0
 - Rahul Bawa noted that travel provided to individual events as a board member would need to be disclosed and Ethics Committee would need to determine if a conflict exists prior to travel
 - Motion to approve Sasha Gerritson Second – Brian Ramrup
 - For 7 Against 0
- Participant Safety Handbook V3.1
 - Doug Jepperson asked if this was a duplicate of the MAAPP. There is overlap but the MAAPP is a mandatory compliance document for minors and the Participant Safety Handbook is for all participants
 - In the next iteration we can look to see if there is a more efficient way to represent the materials.
 - Rahu Bawa noted a minor error on page 5 and Page 29 referenced the prior ethics chairperson
 - Rahul Bawa noted several items
 - the Electronic Communication and Social Media Policy states an adult cannot friend a minor in social media
 - Must report violations of the Safety Handbook, the MAAPP and SafeSport code
 - Motion to approve and update with these changes as V3.2 – Doug Jepperson Second Brian Ramrup
 - For 7 Against 0
- Background Check Policy V1.0
 - Examples of vendor's required to complete Background check would include vendors like Brentwood Digital and Prism Health.
 - Motion to approve - Doug Jepperson Second Brian Ramrup
 - For 7 Against 0
- Tokey Hill joined the meeting
- [USANKF Shikkaku and Event Removal Procedures](#)
 - Motion to approve – Roger Jarett Second Matthew Ralph
 - For 8 Against 0

Review and Approve New and Updated Policies

- Conflict of Interest Policy and Procedures V4.0



- Motion to approve – Brian Ramrup Second Roger Jarrett
 - For 8 Against 0
- Gender Policy V2.0
 - This version added reference to non-binary athletes
 - Policy is based on IOC guidance and is the standard used by the WKF
 - We will follow changes that IOC considers. We expect additional guidance on transgender sport
 - Motion to approve Sasha Gerritson second – Brian Ramrup
 - For 6 Against 0
 - Matthew Ralph and Tokey Hill had not joined the meeting when this was approved
- Athlete Bill of Rights V1.0 (new)
 - Phil Hampel explained the origin – USA Gymnastics shared with the NGBC council their version and we sent to the AAC to see if they would like to create a USA Karate version.
 - Typo on item 6 to be corrected
 - Brian Ramrup asked if we can add to the Athlete Agreement. We will add the document to the athlete agreement for 2022, athlete resources and governance documents,
 - Motion to approve with correction Brian Ramrup second – Doug Jepperson
 - For 8 Against 0
- 2022 Minor Athlete and Officials Abuse Prevention Policy V2.2
 - Rahul Bawa noted that this document references member club responsibilities
 - Member Clubs receive a document when they register a club
 - Information has been sent in several newsletters. Will send out in newsletter again after Nationals and confirm it is on the website.
 - Motion to approve Rahul Bawa second – Roger Jarrett
 - For 8 Against 0
- Hearing and Complaint Procedure V3.0
 - Motion to approve Rahul Bawa second – Doug Jepperson
 - For 8 Against 0

Update on Demand Letter Progress

- Item 1 is complete with the approval of the COI document in this meeting
- Item 2 has 3 outstanding letters Roger Jarrett, Tokey Hill and John DiPasquale – there is a meeting later this week with Chris Hodgin to clarify wording in the letter for John DiPasquale
- Once complete the COI information will be sent to the USOPC to complete 1&2
- Item 3 – we have procedures in place to limit access to the field of play to essential staff. An area will be created as reserved VIP Seating in the bleachers at mid field of play. Referee Operational procedures will have the Tatami Managers clearly understand their role in keeping the competition area clear.
- Item 4 – Event procedures will be run at the Nationals so we can validate the process. This includes utilizing the daily checklists to ensure things are setup properly. This was an informal process before.



- Item 5 – Election will be complete by October 31. Information will be sent out after the Olympics.
- Item 6 – will be handled with the election procedures
- Remaining items are post the elections
- Conversations with the USOPC have been good and they see the progress we are making. Holly Schick had reached out to Rahul Bawa and they had a good and positive conversation.
- With regard to referee conflicts of interest we are making some changes:
 - We will use a feature of Tournament in a Box to display the Referees and their States to identify potential conflicts prior to the match to give the coaches transparency to the members of the panel
 - We are looking into how we can add something to the referee uniform to identify their state affiliation, so it is clear in the field of play where the referee is from
 - Limit and attempt to document the transfer of referees between rings to avoid perception that officials are being moved to provide positive outcomes for some athletes.
- Rahul Bawa will work with the Board to create the Board Policy using the USOPC template

Olympics Update

- Had a great Pre-Games camp in Koga City
- Competition starts tonight at 9pm eastern time
- Draws were announced yesterday
- Athletes are excited and ready
- We canceled the return to Koga City for the community service work due to COVID protocols
- Athletes will be in the closing ceremonies
- Our Sport Psychologist, Dr Bartley traveled with us at our expense to the camp and Games. She was not part of the USOPC delegation. Phil Hampel worked to get Dr Bartley a village access credential. This will allow her to also support TeamUSA athletes giving additional and much needed capacity to support mental health concerns among all of TeamUSA. Our athletes will be her priority.

Nationals Update

- We will have COVID Protocols in place. Masks will be required inside the venue. Athletes can compete without masks. We expect that there will be an official mask mandate by the state or county by the time the event begins.
- We are closely monitoring the regulations – right now there is no restriction on events. We will follow the guidance of the health department should anything change. It is possible the event could be cancelled.
- Only White Gis will be allowed – we are not allowing the red and blue striped Gi. This is primarily due to SafeSport concerns. We do not want individuals changing tops in the field of play. We have no convenient way to send them off the floor to change in private.
- Board Meeting 9/1 1:00 – 4:00 CST



- General Assembly will be on Weds 9/1 7:00 – 8:00pm CST
- Athlete Townhall will be on Friday 9/3 7:00 – 8:00pm CST
- Athlete Support will be covered in these sessions
- At the 9/1 board meeting we will ask the representative from the US Center for SafeSport to join the meeting for an open discussion

Sasha Gerritson left the meeting

New Business

- Brian Ramrup raised the question of how new board members can be brought up to speed
 - Board Policy will help with this as well a tool from Boardspan that we will be using to help onboarding
- Communication on the change of the board chair will go out after the Olympics to keep the focus on the athletes
- Board members will be added to Travelbank for expense reporting

Motion to adjourn Brian Ramrup Second – Roger Jarrett

- For 7 Against 0

