

**USA KARATE (USA NATIONAL KARATE-DO FEDERATION, INC.)  
TEAM LEADER SELECTION PROCEDURES  
2015 PAN AMERICAN GAMES  
OCTOBER 30, 2014**

These procedures provide for selection of the Team Leader for USA National Karate-Do Federation, Inc., for the 2015 Pan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are USA-NKF criteria for Team Leader position (attach a job description, if any)?

Team Leader must:

- 1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 1.1.1. 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-NKF and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Have the ability to work effectively with the USOC.
- 1.4. Have strong administrative, communication and organizational capabilities/skills.
- 1.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 1.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 1.7. Be available for entire duration of the Games.
- 1.8. Have USA-NKF's approval to make financial decisions regarding the Team.
- 1.9. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.10. Have a proven ability to establish harmonious relationships with athletes and other Team personnel.
- 1.11. Have a comprehensive knowledge and understanding of the WKF and USA-NKF policies, procedures, rules and regulations governing the sport.
- 1.12. Have experience and proven ability leading teams at the national and international levels. Candidates must have previous experience at USA-NKF's highest level of competition, for example previous Pan Am Games, World Championships or Senior Pan American Championships.

2. Describe the process that candidates should follow to express interest in being considered for the Team Leader position:

The position of team leader is to be filled by a USA-NKF National Staff member and does not require an application process.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Team Leader position:

USA-NKF CEO in consultation with the USOC AAC representative will identify candidates from the National Staff.

4. Describe the removal of Team Leader:

An individual who is to be nominated as the Team Leader by USA-NKF may be removed as a nominee for any of the following reasons, as determined by USA-NKF.

- 4.1. Voluntary withdrawal. Team Leader nominee must submit a written letter to the USA-NKF CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA-NKF. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA-NKF, 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-NKF's Code of Conduct (Attachment A).

Once a Team Leader nomination is accepted by the USOC, the USOC has jurisdiction over the Team Leader, at which time, in addition to any applicable USA-NKF Code of Conduct, the USOC's Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at: <http://www.teamusa.org/For-Athletes/Athlete-Ombudsman/Games-Information.aspx>.

5. Describe the replacement of Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader due to 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 criteria listed in #1 above and, if applicable, come from the pool of candidates described in #3 above.

6. Which group/committee will make the final approval of the Team Leader?

The CEO in conjunction with the USOC AAC representative will have final approval of the Team Leader.

7. Conflict of Interest:

Any individual who is being considered for the Team Leader position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Team Leader.

8. Date of Nomination:

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

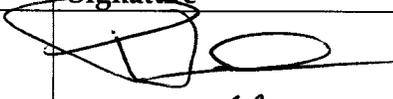
May 22, 2015

9. Publicity/Distribution of Procedures:

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

9.1. Website: <http://www.teamusa.org/USA-Karate/Athlete-Resources/Documents-and-Resources>

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

Position	Print Name	Signature	Date
USA-NKF CEO	Phil Hampel		11/18/14
USOC Athletes' Advisory Council Representative*	Brian Mertel		11/18/14

\* 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 USA-NKF, 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 USA-NKF must designate an athlete from that sport to review and sign the Selection Procedures.

## Attachment A

### USA-NKF Code of Conduct

#### ATHLETE and STAFF PLEDGE

I pledge to uphold the spirit of the USA-NKF Code of Conduct (the “Code”), which offers a guide to my conduct as a member of the USA National Karate Team (the “Team”). I and USA-NKF acknowledge that I have a right to a hearing before being denied the opportunity to participate or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my selection to the Team.

**As a Member of the Team, I hereby promise and agree that I:**

- will abide by all published rules related to the Team selection procedures as approved by USA-NKF;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination by USA-NKF medical personnel if my ability to compete is compromised due to physical injury and I understand that such injury may be cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the Team.
- will not commit a doping violation as defined by the International Olympic Committee (IOC), World Karate Federation ([IF]), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), or the United States Olympic Committee (USOC) rules;
- am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of World Karate Federation;
- am in possession of a valid USA passport, that will not expire prior to six months following the conclusion of the international competition, should I be chosen for an international team that requires a passport;

- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will respect the property of others whether personal or public;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will follow my Team's written rules, including by way of example, rules regarding curfew, required attendance at team meetings, consumption of alcoholic beverages and prohibitions on the release of confidential team information;
- am aware that USA-NKF sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USA-NKF apparel at all official Team functions and events;
- will not conceal or cover-up any USA-NKF sponsor, supplier or licensee brand or other identification appearing on my USA-NKF apparel;
- will abide by the rules of the International Federation concerning allowable trademark identification on clothing and equipment worn or used in competition or on visible body tattoos.
- agree to be filmed and photographed by the official photographer(s) and network(s) of USA-NKF under conditions authorized by USA-NKF and give event organizers and USA-NKF the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete; in no event may USA-NKF or the event organizers use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;
- will not use or authorize the use of photographs, films or videos of myself in my USA-NKF apparel or equipment or the use of the USA-NKF logo for the purpose of trade, without the prior written consent of USA-NKF;
- will attempt to participate in media activities if compatible with my training and competitive schedule, when requested by USA-NKF;
- understand that if I require legal representation because of I am accused of a doping violation or am accused of criminal misconduct, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- will act in a way that will bring respect and honor to myself, my teammates, USA-NKF and the United States; and
- will remember that at all times I am an ambassador for my sport, my country and the Olympic Movement.

**ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman at  
719.866.5000 or [athlete.ombudsman@usoc.org](mailto:athlete.ombudsman@usoc.org)  
for further information regarding my rights under this Code  
that are not answered by USA-NKF.

**PARTICIPANTS' AFFIRMATION**

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to participate as a member of the Team.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

**PARENT/GUARDIAN CERTIFICATION**  
**(For Participants under the Age of 18 as of Date of Signature)**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Relationship (Parent or Guardian)