



# ATHLETIC SAFETY POLICY MANUAL

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safesport.usankf.org

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## Introduction

There are a lot of reasons to play sport – at any level. A life-long activity, people often play sport to have fun and spend time with friends. Sport also encourages a healthy lifestyle, builds self-confidence; athletes also do better off the field. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs, and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, sports can also be a high-risk environment for misconduct, including child physical and sexual abuse. Here, we identify six primary types of misconduct:

- Bullying
- Harassment, including sexual harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct, including Child Sexual Abuse

All forms of misconduct are intolerable and in direct conflict with the Olympic and Karate Ideals.

Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem, and negative impacts on family, friends, and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of the sport entirely.

The USA National Karate-do Federation (USA Karate) is committed to improving the safety of athletes and participants involved in our sport. The policies and procedures identified by the U.S. Center for SafeSport (Center) in the "SafeSport Code For U.S. Olympic And Paralympic Movement" and "USA Karate Minor Athletes And Officials Abuse Prevention Policies" and the Protecting Young Victims From Sexual Abuse And Safe Sport Authorization Act Of 2017, along with the policies in this "SafeSport and Athlete Safety Handbook" and USA Karate policies apply to all participants.

"Participants" And individual who is seeking to be, currently is, or was at the time of an alleged code violation:

- a. A member or license holder of USA Karate or a USA Karate Club Member
- b. An Employee or board member of USA Karate or a USA Karate Club Member
- c. Within the governance or disciplinary jurisdiction of USA Karate or a USA Karate Club Member
- d. Authorized, approved, or appointed by USA Karate or a USA Karate Club Member

"Adult Participant": Any Participant who is 18 years of age or older. This could include but it not limited to: Board of Directors, Staff (including employees, independent contractors, and volunteers), Referee Members, Coach Members, Interns, Contractors with access to athletes, Operational and Governance Committee Members, Volunteer Event Staff, Event and National Team Medical Staff and Trainers, Photographers and Videographers with access to competition floor, Athletes over 18 years of age, including all team members, and team support personnel.

Compliance with these policies is a condition of membership.

\*USA Karate has adopted the definitions as defined in the "SafeSport Code For The U.S. Olympic And Paralympic Movement."

USA Karate's CEO is the designated representative at USA Karate who ensures the Response and Resolution policy is followed.

# Response and Resolution Policy

## Jurisdiction

Any person who is a “Participant” under these policies, or under the rules of the Center, is subject to the rules, policies, and procedures of the U.S. Center for SafeSport and will submit, without reservation or condition, to the jurisdiction of the U.S. Center for SafeSport for the resolution of any alleged violations of those rules, policies, or procedures, as they may be amended from time to time.

USA Karate in accordance with its bylaws recognizes that the adjudicative bodies of USA Karate shall not exercise jurisdiction over any manner in which the U.S. Center for SafeSport has exclusive jurisdiction or elects to exercise discretionary jurisdiction. In the event that the U.S. Center for SafeSport imposes discipline on any person, USA Karate shall recognize and enforce such discipline to the extent it is within USA Karate’s power to do so.

The U.S. Center for SafeSport has the exclusive jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Sexual Misconduct, including without limitation child sexual abuse and any misconduct that is reasonably related to an underlying allegation of Sexual Misconduct;
- Criminal Charges or Dispositions involving Child Abuse or Sexual Misconduct;
- Misconduct Related to Reporting, where the underlying allegation involves Child Abuse or Sexual Misconduct;
- Aiding and Abetting, when it relates to the Center’s process;
- Misconduct Related to the Center’s Process;
- Other Inappropriate Conduct, as defined in the “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT”.

The U.S. Center for SafeSport has discretionary jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Non-sexual Child Abuse;
- Emotional and physical misconduct, including stalking, bullying behaviors, hazing, and harassment;
- Criminal Charges or Dispositions not involving Child Abuse or Sexual Misconduct;
- Minor Athlete Abuse Prevention Policy or other similar Proactive Policy violations;

If the U.S. Center for SafeSport accepts discretionary jurisdiction, the U.S. Center for SafeSport will use their resolution procedures.

***As a matter of policy, USA Karate does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities and the US Center for SafeSport.***

## Reporting Mechanism

Every Adult Participant must report:

- Violations of the U.S. U.S. Center for SafeSport for SafeSport “SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT”
- Violations of the “USA KARATE MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICY”,
- Violations of the USA Karate’s “SafeSport and Athlete Safety Handbook”,

- Misconduct as defined in USA Karate's Athlete Protection Policy, and
- Suspicions or allegations of child physical or sexual abuse.

## Mandatory Reporting of Child Physical or Sexual Abuse

Reports to the U.S. Center for SafeSport can be made through their online reporting [form](#) or by phone at 833-587-7233. The U.S. Center for SafeSport's reporting mechanism has no associated costs, fees, or other financial barriers attached to submitting a report. Reporters have the option to remain anonymous when filing a report.

## Child Abuse including Child Sexual Abuse

An Adult Participant who learns of information, or reasonably suspects that a child has suffered an incident of child abuse, including sexual abuse, must immediately:

- Make a report to law enforcement **AND**
- Make a report to the U.S. Center for SafeSport **AND**
- Comply with any other applicable reporting requirements under state law including reporting suspected child abuse to appropriate law enforcement agencies or child protective services office.

***Child Abuse includes incidents that involved a victim who is a minor at the time of the alleged incident, even if the victim is now an adult.***

Reporting to the U.S. Center for SafeSport alone is not sufficient. All reported allegations that raise a reasonable suspicion of child abuse, including child sexual abuse, must be reported to law enforcement immediately after becoming aware of the allegations, in accordance with federal law. All reported allegations that raise a reasonable suspicion of child abuse, including child sexual abuse, and sexual misconduct must be reported to the U.S. Center for SafeSport immediately upon becoming aware of the allegations.

USA Karate also encourages parents and other participants to communicate violations of USA Karate's SafeSport Policy, and allegations and suspicions of child physical or sexual abuse to the U.S. Center for SafeSport.

## Reporting Requirements Relating to Sexual Misconduct

The U.S. Center for SafeSport has exclusive jurisdiction over incidents of sexual misconduct for both minor and adult participants. An Adult Participant who learns of information or reasonably suspects that an incident(s) of Sexual Misconduct has occurred, must immediately report the incident(s) directly to the Center. This reporting requirement applies regardless of whether the suspected victim is an adult or minor.

## Grooming Behavior

Because sexual abusers "groom" children for abuse – the process used by offenders to select a child, to win the child's trust (and the trust of the child's parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to the U.S. Center for SafeSport Response and Resolution Office within 24 hours.

## Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities.

***If you have any concerns that interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and the U.S. Center for SafeSport within 24 hours.***

## Reporting Emotional and Physical Misconduct and Policy Violations

An Adult Participant who learns of information or reasonably suspects that an incident(s) of emotional or physical misconduct (including bullying, stalking, hazing, and harassment) prohibited under the SafeSport Code has occurred must report it to the U.S. Center for SafeSport or the USA Karate Ethics Committee.

Reports to USA Karate can be made on the USA Karate Ethics website [usakarateethics.com](https://usakarateethics.com) or by calling 844-598-1865. USA Karate's reporting mechanism has no associated costs, fees, or other financial barriers attached to submitting a report. Reporters have the option to remain anonymous when filing a report. You can also report by completing the attached USA Karate SafeSport Report attached and email it to [ethics@usankf.org](mailto:ethics@usankf.org) or by contacting the USA Karate CEO who acts as the USA Karate SafeSport coordinator.

## Reporting Criminal Disposition

Adult participants are required to report to the U.S. Center for SafeSport any Criminal Charge(s) and Disposition(s) involving sexual misconduct or misconduct involving Minors.

Adult participants, are required to report Criminal Charge(s) and Disposition(s) involving any other form of misconduct to USA Karate consistent with its procedures. If any Adult Participant receives an allegation or observes emotional or physical misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each participant to report their observations to the U.S. Center for SafeSport.

## Reporting Misconduct Related to U.S. Center for SafeSport Process

Adult Participants are required to report to the U.S. Center for SafeSport any suspected incident(s) of Aiding and Abetting, Abuse of Process, and Retaliation.

## Minor Athlete Abuse Prevention Policies

USA-NKF Minor Athletes and Officials Abuse Prevention Policies follow the requirements from the U.S. Center for SafeSport's Minor Athlete Abuse Prevention Policy to cover both our minor athletes and minor regional officials. Compliance with the USA Karate Minor Athletes and Officials Abuse Prevention Policies is a violation of the U.S. Center for SafeSport Code. You can review these policies at the following link: [USA-NKF Minor Athletes and Officials Abuse Prevention Policies](#). Additionally, please see the [How to Report a Concern](#), [MAAPP at a Glance](#) and [Team Travel Policy](#) resource documents.

## Referral of Report

Any Adult Participant who receives a report on any of the matters described in the policy shall report to appropriate law enforcement and the U.S. Center for Response and Resolution Office within 24 hours.

Any report received by USA Karate that may fall within the U.S. Center for SafeSport's jurisdiction, USA Karate will refer that report directly to the U.S. Center for SafeSport immediately, and no later than 24 hours. USA Karate may also submit that report to appropriate law enforcement officials. All other matters will be addressed by USA Karate.

## Jurisdictional Notification

USA Karate will promptly inform an identified reporting party of its jurisdictional determination regarding their report to USA Karate, communicating via email that the matter either is being referred to the U.S. Center for SafeSport, or is being addressed by USA Karate. Presently, USA Karate manages all cases outside of the U.S. Center for SafeSport's jurisdiction.

## Prohibition of Retaliation

Regardless of outcome, USA Karate will support the victim(s) and complainant(s) and their right to express concerns in good faith. USA Karate will not encourage, allow, or tolerate any attempts from any individual to retaliate, punish, or in any way harm any individual(s) before, during, or after the process, who report a concern in good faith. Such actions against a complainant will be considered a violation of USA Karate policies, shall be reported to USA Karate, the Center, and shall be grounds for disciplinary action. Please refer to USA Karate's Whistleblower Policy.

## Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of the U.S. Center for SafeSport "SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT" and the USA Karate "SafeSport and Athlete Safety Handbook" and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

## Confidentiality

To the extent permitted by law, and as appropriate, USA Karate will keep confidential the victim's and complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

## SafeSport Training and Education

USA Karate policies and procedures require Adult participants to report abuse, misconduct and violations of the 'SAFESPORT CODE FOR U.S. OLYMPIC AND PARALYMPIC MOVEMENT', 'USA KARATE MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES' and USA Karate's "SafeSport Policy." To do so, they should have a basic understanding of sexual abusers, as well as "grooming," the most common strategy offenders use to seduce their victims and other matters. Using a combination of attention, affection and gifts, offenders select a child, win the child's trust (and the trust of the child's parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse. Accordingly, adult participants are required to complete awareness training concerning misconduct in sport before performing services for USA Karate.

Adult Participants must successfully complete the U.S. Center for SafeSport training and successfully pass the exam after the course. They will be required to complete the full training course and every subsequent year will take the SafeSport Refresher Course, prior to having contact with athletes.

Individuals under the age of 18 can complete the training courses with parental consent. USA Karate will make available training developed by the U.S. Center for SafeSport that will be age specific to individuals under 18 years of age with parental consent.

## Online Training Sessions

SafeSport™ training must be completed every year for participants 18 years of age and older.

To complete the free SafeSport™ Training, you will simply need to do the following:

1. Go to the membership platform [usankf.sport80.com](https://usankf.sport80.com) and log in to your account.
2. Select the US Center for SafeSport Training.
3. The system will display your status.
4. If lapsed or missing you will be able to access training.

Additional training is available from the U.S. Center for SafeSport. Core courses required for compliance should be completed through your account on the Sport:80 platform. Additional courses are also available thru your account on the Sport80 platform and are available at [safesporttrained.org](https://safesporttrained.org).

Courses include:

SafeSport Training for Adult Athletes

Health Professionals: Your Role in Preventing Abuse in Sport

Creating Safe and Inclusive Environments for Athletes with Disabilities

SafeSport for Volunteer: Abuse Awareness and Prevention Essentials

Parent's Guide to Misconduct in Sport

SafeSport™ for Youth Athletes (Age 13+)

USA Karate will maintain a record compliance of members within the Sport80 membership site. For new and renewing members, membership cards are not emailed to any coach or official members until they are compliant with the annual SafeSport Training. They are not afforded any member benefits until they are compliant with SafeSport policies. Reminders will be may be sent via the Sport80 membership system to individuals tracked in the Sport80 membership system monthly, notices may be sent to current members whose training is expired or

expires in 1 month. For Signature event participation, all referees and coaches register through our online tournament software. That software verifies the compliance with the training requirement, and access to the event is only granted when they are compliant with the SafeSport Training. That compliance will be good through the duration of the event. This ensures compliance at the Signature Events.

Nothing in this policy will supersede the policies identified in the “SAFESPORT CODE FOR THE OLYMPIC AND PARALYMPIC MOVEMENT” or “USA KARATE MINOR ATHLETES AND OFFICIAL ABUSE PREVENTION POLICIES”.

Nothing contained in this policy is intended to supersede, replace, or otherwise abrogate the USA Karate’s Bylaws, the Ted Stevens Olympic and Amateur Sports Act, USOC Bylaws or the U.S. Center for SafeSport Code for the U.S. Olympic and Paralympic Movements.

These policies may be amended from time to time as necessary.

Please see USA Karate Minor Athletes and Official Abuse Prevention Policies for full Education & Training Requirements for Adult Participant and USA Karate Member Organizations.

## Background Check Policy

All adult participants over 18 years of age will be required to undergo a criminal background check that complies with the Fair Credit Reporting Act before participating in or providing services for USA Karate. Through this background check, USA Karate will utilize reasonable efforts to ascertain past criminal history of a participant. The USA Karate Background Check policy is available on your profile in the Sport80 membership platform. The Background Check will be performed by National Center for Safety Initiatives (NCSI) and initiated by the applicant. USA Karate will receive only a red light/green light indication of the results. Individuals will be required to complete the background check process with NCSI every two (2) years and NCSI will refresh the check annually

***Any applicant for a position within or a membership to USA Karate who has been banned by another sport organization, temporarily or permanently, must self-disclose this information. Failure to disclose is a basis for disqualification for such applicants.***

## Physical Contact With Athletes Policy

Appropriate physical contact between athletes and coaches, staff members, contractors or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

### Appropriate Physical Contact

USA Karate adheres to the following principles and guidelines in regards to physical contact with our athletes:

#### Common Criteria for Appropriate Physical Contact

The safety of our athletes is paramount and in many instances, we make the athletic space safer through appropriate physical contact. Such physical contact with athletes for training, safety, consolation and celebration may be safe and appropriate if they meet the below guidelines.

- The physical contact is a necessary part of the training in the sport.
- The physical contact takes place in public.
- There is no potential for, or actual, physical or sexual intimacies during the physical contact.
- The physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

#### Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration as long as they met the above criteria.

#### Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). We encourage these public expressions of consolation as long as they met the above criteria.

### Prohibited Physical Contact

Prohibited forms of physical contact, which shall be reported immediately under our SafeSport Policy include, without limitation:

asking or having an athlete sit in the lap of a coach, administrator, staff member or volunteer

- Lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact.
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete.
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay.
- Playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling).
- Continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not.
- Any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

### Prohibited One-on-One Contact

The majority of sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, adults and adults and children and children programs reduce the risk of sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable. Policies concerning one-on-one interactions protect

individuals while allowing for these beneficial relationships. The prohibited behaviors identified in the “MINOR ATHLETES AND OFFICIALS ABUSE PREVENTION POLICIES” shall also apply to Adult to Adult interactions and Minor to Minor interactions.

## Violations

Violations of the Physical Contact with Athletes Policy shall be reported pursuant to our Reporting Policy. Some forms of physical contact may constitute child physical or sexual abuse that **must be reported to appropriate law enforcement authorities or to the U.S. Center for SafeSport.**

## Disciplinary Rules And Procedures

While USA Karate endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for USA Karate to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors.

### Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a participant, USA Karate may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, USA Karate may suspend or change the assignment of the participant.

An Adult Participant's failure to report U.S. Center for SafeSport or USA Karate Ethics Committee is a violation of this policy and grounds for termination or dismissal.

### Notification

Following USA Karate's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, USA Karate may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USA Karate's discretion, as appropriate, and after consultation with legal counsel, USA Karate may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that USA Karate is investigating internally.

### Grievance Process

Notwithstanding any legal investigation, should the U.S. Center for SafeSport decline to investigate an alleged complaint, USA Karate will follow the below procedures.

1. Recipient of complaint to ensure complaint is received by both the Chair of the Ethics Committee and Chief Executive Officer (CEO) or Approved Staff Delegate (ASD).
2. CEO/ASD to log on Grievance Tracking Sheet and track process through to closure.
3. CEO/ASD to notify Respondent of complaint within three (3) working days (Notice to include the charges or alleged violations, with specificity and in writing, and possible consequences if the charges are found to be true) and will include that the parties have the right to representation
4. CEO/ASD will ask for 3 members of Ethics Committee to serve on Hearing Panel for this case. Chairman of the Board to make determination. Other individuals who do not serve on the Ethics Committee may be considered as outlined in the Bylaws.
5. CEO/ASD to arrange conference call for the Ethics Committee
6. At least two members of the Committee to hear perspective from both Complainant and Respondent and ask for any supporting information. This information to be shared with the Hearing Panel.
  - a. This may be done prior to the hearing.
  - b. Can take place for a defined period (i.e. 15 minute per person) during the hearing/meeting.
7. Hearing Panel (Ethics) minimum of 3 members present, including 1 athlete. Review case and make a decision to submit to the Board of Directors. This to be communicated in writing to the Chair of the Board.
8. CEO/ASD to notify Respondent and Complainant in writing of outcome.
9. Respondent or Complainant may appear to the Judicial Committee follow the prescribed rules in the USA Karate bylaws.

## Ongoing U.S. Center for SafeSport Investigations

USA Karate may implement temporary measures, if necessary, prior to the assertion of jurisdiction by the U.S. Center for SafeSport. USA Karate also enforces temporary and permanent measures, including bans, implemented by the Center. USA Karate can implement temporary measures, excluding suspensions, in cases that the Center has exercised jurisdiction.

USA Karate will not interfere in, attempt to interfere in, or attempt to influence the outcome of any U.S. Center for SafeSport investigation. Additionally, the USA Karate CEO or ASD will respond to requests from the Center regarding the eligibility status of a Participant and/or the existence of USA Karate imposed temporary measures or safety plans within 72 hours of the request.

When the Center has imposed a measure, the CEO notifies the relevant individuals and informs them of the required actions (e.g., suspending their membership, withdrawing their sanction). If the Center determines that the individual should be banned, the CEO see that the USA Karate Banned List on the USA Karate website is updated.

## Monitoring and Supervision of the Program

The Monitoring and Supervision aspect of a SafeSport Program considers how the programs involved monitor, supervise and ensure that the other aspects of the program (i.e. implementation and enforcement of MAAPP policies, training requirements, screening requirements, responding to adjudication procedures, etc.) are being followed, and how they may be improved, so that they result in a safe environment for the participants.

Monitoring and supervision must occur at different levels within USA Karate:

### National Level - USA Karate

USA Karate shall monitor compliance with the USA Karate's SafeSport Programs and MAAPP (Minor Athlete Abuse Prevention Policies) Policies in all Member Clubs.

USA Karate shall ensure that all required training and background screenings have occurred as set forth in this policy. USA Karate shall promptly address any reports of abuse and misconduct and make all such reports as are required under the USA Karate SafeSport Program or applicable law, and shall monitor and supervise the Club Programs to ensure all such reports are made.

### National Team Coaches

The head coach for each team shall be responsible for monitoring his or her team to ensure that all sport areas are being properly supervised in accordance with the SafeSport policies, MAAPP Policies and that the team's travel is conducted in accordance with the MAAPP Travel Policy.

It is recognized that the head coach may not be personally responsible for direct supervision of each of these areas at all times and may delegate responsibility to team personnel for certain activities as necessary, to ensure compliance.

### Club Programs

USA Karate Club Programs and their administrators shall ensure that the Program institutes and enforces compliance of its teams with all parts of this SafeSport policy and MAAPP Policies of USA Karate.

Club Programs shall monitor their personnel to ensure that the Program's coaches, participants, administrators, and other volunteers who will have routine access to youth participants have completed the required training in accordance with the Education and Awareness Section of the Athlete Safety Policy.

USA Karate club programs shall promptly report all violations of this policy to USA Karate and/or responsible parties as stated in this policy, or to the U.S. Center for SafeSport in relation to violations which come under the U.S. Center For SafeSport's jurisdiction. Reports of misconduct that do not fall under the Center's exclusive jurisdiction will be responded to and evaluated by USA Karate to either be resolved directly by USANKF or to be directed to the club program to resolve. Member clubs will follow the USA Karate's grievance process or the Center's Response Processes Fundamentals and Best Practices document when responding to and resolving claims. They will report back to USA Karate outcomes that are resolved by the member club.

### Data Tracking

USA Karate's CEO/ASD maintains a Complaint Tracking folder of all reports made to USA Karate to include emotional or physical misconduct, MAAPP violations, and reports of retaliation. These individual complaint tracking folders are only accessible via password protected drop box folder. USA Karate will also maintain an excel spreadsheet of all reports made to USA Karate to include emotional or physical misconduct, MAAPP violations, and reports of retaliation.

For emotional or physical misconduct, the spreadsheet will track the total reported incidents, number of investigations, and total number of violations adjudicated by USA Karate or Member Clubs.

For MAAPP violations, the spreadsheet will track the total reported incidents by policy type, the total number of investigation, and the total number of violations adjudicated by USA Karate or Member Clubs.

For reports of retaliation, the spreadsheet will track the total reported incidents, the total number of investigations, and the total number of violations adjudicated by USA Karate or Member Clubs.

USA Karate will send out a survey to all it's member clubs at the end of each membership year to track this data.

USA Karate's CEO/ASD will submit this data upon request by the U.S. Center for SafeSport.

## Authority

*Nothing contained in this handbook is intended to supersede, replace, or otherwise abrogate the USOPC bylaws, USA Karate bylaws, US Center for SafeSport Code or other Center Policies, or the Ted Stevens Act.*

## Appeal Rights

Any Ted Stevens Olympic and Amateur Sports Act suspension before final resolution may be appealed to the American Arbitration Association (AAA) at the written request of the accused individual within 30 days of the suspension as further detailed in USA Karate Bylaws, Section 17.