

USA Karate

Games Staff Selection Procedures

2027 Pan American Games

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SECTION 1: OVERVIEW

These procedures provide the Games Staff qualification requirements for nomination to the 2027 Pan American Games for USA Karate. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall Team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and USA Karate (“NGB”).

SECTION 2: GAMES STAFF REQUIREMENTS

2.1 MINIMUM REQUIREMENTS FOR ALL GAMES STAFF

1. Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
 - Should a nominee experience an event between the time the background check is conducted and the 2027 Pan American Games that may change their background check status, the nominee must inform USA Karate and/or USOPC.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the 2027 Pan American Games (Games).
3. Be familiar with and abide by the [USOPC Athlete Safety Policy](#), the U.S. Center for [SafeSport Code for the Olympic & Paralympic Movements](#), and the [USOPC Minor Athlete Abuse Prevention Policies](#) (MAAPP).
4. Be available for the entire duration of the Games (if requested).
5. Demonstrate ability to work effectively with the USOPC, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Games Staff role.
7. Have USA Karate approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team’s adherence to all rules regarding discipline at the Games.
9. Fulfill all duties and requirements of the USOPC and USA Karate including attendance at USOPC Games related meetings.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be listed on the USA Karate long list.
12. Be in good standing with Pan Am Sports, Pan American Karate Federation (PKF), USA Karate, USOPC, U.S. Center for SafeSport, and USADA.
13. Successfully complete all USOPC Games Registration requirements (including U.S. Center for SafeSport and anti-doping training) by the stated deadline.
14. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, PKF, Pan Am Sports, and/or the Local Organizing Committee (LOC).

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2.2 ADDITIONAL MINIMUM REQUIREMENTS FOR THE TEAM LEADER

1. Possess experience in leading teams at the national and international level – candidates with previous experience as Team Leaders for USA Karate at Pan American Games or World Championships will be given higher consideration.
2. Possess a comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedure.
3. Possess an understanding of the applicable Qualification System and/or Technical Manual for the 2027 Pan American Games.
4. Possess experience handling crisis management situations.
5. Serve as the primary USA Karate contact for the Team's planning and participation in the Games, which could include working with various USOPC divisions.
6. Attend all technical meetings of the Games, as needed.
7. Be available to the USOPC, USA Karate Athletes and Coaches and Staff in the months leading up to the Games through the conclusion of the Games.
8. Arrive at the Games Team Processing site at least one day earlier than the Team, if needed.
9. Must be available until the departure of the last athlete on the Team from the Games site, unless other arrangements are approved by the USOPC in advance.
10. Be responsible for the Games wrap up which includes completing post-Games submission of reports and accounting information to the USOPC.

2.3 ADDITIONAL MINIMUM REQUIREMENTS FOR THE LEAD COACH

1. Possess experience supervising, directing and managing coaches, including strategic and tactical advice to provide for athlete success on the field of play.
2. Possess a high level of specific technical and tactical knowledge of the sport.
3. Possess experience leading coaches and coaching at internationals levels – coaches with previous experience coaching for USA Karate at Pan American Games, World Championships, WKF K-1 Premier Leagues or the Olympic Games will be given higher consideration.
4. Possess experience handling crisis management situations.
5. Possess comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedures.
6. Possess a high-level understanding of the applicable Qualification and/or Technical Manual for the 2027 Pan American Games.
7. Possess a current Coaching License with the World Karate Federation.

2.4 ADDITIONAL MINIMUM REQUIREMENTS FOR COACHES

1. Possess a high level of specific technical and tactical knowledge of the sport.
2. Possess experience coaching at internationals levels – coaches with previous experience coaching for USA Karate at Pan American Games, World Championships, WKF K-1 Premier Leagues or the

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Olympic Games will be given higher consideration.

3. Possess experience handling crisis management situations.
4. Possess comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedures.
5. Possess an understanding of the applicable Qualification and/or Technical Manual for the 2027 Pan American Games.
6. Possess a current Coaching License with the World Karate Federation.

SECTION 3: GAMES STAFF ROLES THAT WILL BE FILLED BY NGB EMPLOYEES OR CONTRACTORS

Roles filled by USA Karate Employees	Responsibility
Team Leader	Serve as the primary point of contact and liaison between the USOPC and USA Karate before, during and after the Games.
Lead Coach	Supervise, manage and direct coaches, in addition to preparing athletes for success on the field of play.

Roles filled by Contractors	Responsibility
Coach	Prepare athletes/Teams for success on the field of play.

SECTION 4: GAMES STAFF ROLES THAT WILL BE FILLED BY VOLUNTEERS

Roles filled by Volunteers	Responsibility
Not Applicable	All Games Staff will be USA Karate employees or contractors. No volunteer positions are anticipated at this time.

SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE GAMES STAFF

Team Leader

- USA Karate will not solicit applications for the Team Leader position as it will be filled by a current USA Karate staff member appointed by the Chief Executive Officer.

Lead Coach

- USA Karate will not solicit applications for the Lead Coach position as it be filled by a current USA Karate staff member appointed by the Chief Executive Officer.

Coaches

- USA Karate will not solicit applications for Coach positions. USA Karate will contact individuals who

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serve on the USA Karate National Coaching Staff and meet all Section 2 requirements to gauge their interest in being considered for Coach positions. Interested candidates will be required to express their interest and availability, by January 15, 2027. This list will be submitted to the Selection Committee for approval.

SECTION 6: APPROVAL OF GAMES STAFF NOMINATIONS

The USA Karate Chief Executive Officer will be responsible for approving candidates for the Team Leader and Lead Coach positions using the criteria outlined above.

The USA Karate Selection Committee will be responsible for approving candidates for Coach positions using the criteria outlined above.

USA Karate Selection Committee

- National Coach
- National Coach
- 10-Year Athlete Representative

SECTION 7: REMOVAL OF GAMES STAFF

7.1 USA KARATE JURISDICTION

- a. USA Karate has jurisdiction over Games Staff nominees until Games Staff entries have been submitted by the USOPC to the LOC.
- b. An individual who is nominated for a Games Staff role USA Karate may be removed as a nominee for any of the following reasons, as determined by USA Karate:
 - i. Voluntary withdrawal. Games Staff nominee submits a written letter to the USA Karate Chief Executive Officer.
 - ii. Injury or illness. A physician (or medical staff) approved by USA Karate provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Games Staff.
 - iii. Inability to meet Games Staff requirements and/or perform required duties.
 - iv. Code of Conduct violation. Individual violates the [USA Karate Code of Conduct](#)
 - v. SafeSport Policy violation. Individual violates the [USA Karate SafeSport Policy](#)
 - vi. Anti-doping violation. Individual violates USA Karate, USADA and/or USOPC anti-doping protocol, policies, and procedures.
 - vii. Removal of employment. Individual is removed from their position as a USA Karate contractor or employee.

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7.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the LOC, the USOPC has jurisdiction.
- b. USOPC's Games Delegation Terms apply in addition to the [USA Karate Code of Conduct](#). The Games Forms are specific to each Games and are made available during the Games registration process.

7.3 REPLACEMENT OF GAMES STAFF

- a. If a nominated Games Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Policy violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Games Staff requirements listed in Section 2.
- b. All replacement candidates must be nominated using the same process outlined in these selection procedures.

SECTION 8: CONFLICT OF INTEREST

8.1 GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the [USA Karate Conflict of Interest Policy](#) and must submit a conflict of interest disclosure form for review by the USA Karate Ethics Committee.

8.2 GAMES STAFF SELECTION COMMITTEE

All individuals involved in recommending/approving Games Staff (Section 6) and all individuals who developed these selection procedures (Section 14) must comply with the [USA Karate Conflict of Interest Policy](#) to include completing and submitting a disclosure form consistent with USA Karate's Conflict of Interest Policy before convening the committee.

Additionally, any person with a good faith belief that a committee member has a conflict of interest may report the alleged conflict of interest to the USA Karate Ethics Committee. Reports may also be made anonymously through the [USOPC's Integrity Portal](#). No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

Any recused individual shall be replaced in accordance with USA Karate's selection committee appointment process.

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SECTION 9: DATE OF GAMES STAFF NOMINATION

The Nomination of Games Staff, including replacements, will be announced to all Games Staff and submitted to the USOPC on or before:

- Non-Medical staff independent of athlete selection: May 7, 2027
- Athlete dependent staff: June 18, 2027

SECTION 10: REQUIRED DOCUMENTS

In addition to the USOPC Games Forms requirements, the following documents are required to be signed by all Games Staff as a condition of nomination to the 2027 Pan American Games:

- [USA Karate Code of Conduct](#)
- [USA Karate Conflict of Interest Disclosure Form](#)

SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the USA Karate staff member listed below for information about these selection procedures.

Name: Brody Burns

Position: USA Karate Director of Sport

Email: bburns@usankf.org

SECTION 12: GRIEVANCES

The USA Karate Grievance Procedures can be found [here](#) (see Complaint and Hearing Procedures).

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against an NGB alleging that they have been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC Bylaws. Additional information on how to file a complaint can be found here: <https://www.usopc.org/governance/dispute-resolution>

SECTION 13: NON-RETALIATION

The USOPC and USA Karate have zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no USOPC or USA Karate staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis.

- Individuals may report concerns to USA Karate by following the [USA Karate Whistleblower Policy](#).

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- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.
- Additional information can be found in the USOPC [Speak Up Policy](#).

SECTION 14: DEVELOPMENT OF SELECTION PROCEDURES

The following committee of individuals developed these selection procedures.

NAME	ROLE
Brody Burns	USA Karate Director of Sport
Sasha Garritson	USA Karate Team Leader & USA Karate Board Member
Will Gatch	AAC Committee Chair

SECTION 15: CERTIFICATION OF SELECTION PROCEDURES

The following individual approved these selection procedures and through their signature, certifies that the procedures were developed by a group meeting the USOPC standards for Designated Committees. The following individual further certifies that these selection procedures represent the method approved by USA Karate and that they will be posted on the USA Karate website.

POSITION	NAME	SIGNATURE	DATE
USA Karate Chief Executive Officer	Michael Cain		

The following individual affirms that they read and understand the selection procedures.

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes Commission Representative*	Elisa Au		

* If the Team USA Athletes' Commission Representatives have delegated authority to another 10 Year Athlete Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.

* If, for some reason, a sport does not have an elected Team USA AC Representative, USA Karate must designate a 10

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Year Athlete from that sport to review and sign the Selection Procedures.

Revision History

Date	Revisions
August 13, 2026	Original document published

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APPENDIX A – COMMONLY USED ACRONYMS

AAC – Athletes' Advisory Council

AC – Athletes' Commission

Act or TSOASA – Ted Stevens Olympic and Amateur Sports Act

CAS – Court of Arbitration for Sport

Center or CSS – U.S. Center for SafeSport

CF – Continental Federation

IOC – International Olympic Committee

IF – International Federation

LOC – Local Organizing Committee

NGB – National Governing Body

NOC – National Olympic Committee

OCOG – Organizing Committee of the Olympic Games.

PAG – Pan American Games

Panam Sports or PASO – Pan American Sports Organization

PKF – Pan American Karate Federation

TEAM USA AC – Team USA Athletes' Commission (formerly USOPC AAC)

USADA – United States Anti-Doping Agency

WADA – World Anti-Doping Agency

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APPENDIX B – GLOSSARY

Contingency means a future event or circumstance which is possible but cannot be predicted with certainty.

Delegation Event means the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.

Force Majeure means an event or effect that cannot be reasonably anticipated or controlled (e.g., hurricane, tornado, etc.).

Grievance Procedures means the process that enables an athlete to file a complaint with the NGB or USOPC.

Jurisdiction means the power or authority to make decisions and judgments.

Nominated means an athlete, coach or staff member whose name has been submitted to the USOPC by an NGB for participation in a Delegation Event.

Protected Competition means a Delegation Event or a Qualifying Competition.

Qualifying Competition means either of the following:

- i. **NGB Qualifying Competition:** Any competition or activity organized or approved by the NGB where the athlete's performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.
- ii. **International Qualifying Competition:** Any international sport competition where (i) athletes represent the United States against athletes representing other nations, (ii) the NGB officially designates entrants, as required by the competition organizers, and (iii) athlete results or performance are included in the published criteria to qualify, or be selected, to represent the United States in a Delegation Event.

Selected means an athlete, coach or staff member whose name has been submitted by the USOPC to the LOC at the final submission date, as determined by the LOC.

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APPENDIX C – STAFF RESOURCES

RAINN HOTLINE

RAINN, the National Sexual Assault Hotline, provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Hotline at 1-800-656-4673 or visit <https://rainn.org/>.

USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NGBs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner. For more information about this process, please visit the [dispute resolution website](#).

USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NGBs comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.

ATHLETE SAFETY REPORTING

Allegations of Sexual Misconduct and Child Abuse must be reported to the [U.S. Center for SafeSport](#). Allegations of Child Abuse must also be reported to [Law Enforcement](#).

Allegations of emotional abuse, physical abuse, a violation of the Minor Athlete Abuse Prevention Policies (MAAPP), or a violation of the Athlete Safety components (Section 4) of the Supporting Athletes with an Intellectual Impairment Policy can be reported online to the USOPC through the Athlete Safety Reporting Portal found on the USOPC [Athlete Safety Page](#). Individuals may also report to the USOPC by phone at 877-404-9935. Allegations that an Athlete with an Intellectual Impairment is or has been subjected to any criminal act, including abuse and/or neglect, must also be reported to Law Enforcement.

Additional information, to include links for reporting, can be found on the USOPC [Athlete Safety Page](#).

Michael Cain

Michael Cain

08/18/2026

Elisa Au

Elisa Au

08/19/2026