



Member, United States
Olympic & Paralympic Committee

USA KARATE ATHLETES' ADVISORY COUNCIL CHARTER

Effective August 25, 2024

www.usankf.org

PURPOSE

This policy outlines the scope of duties and the structure of the USA Karate Athletes' Advisory Council (AAC).

APPLICABILITY OF POLICY

This policy applies to the AAC, Management, and the USA Karate Board of Directors (or Board, BOD, etc.). The policy may apply to other committees when the AAC works with those committees.

The conduct of the AAC, while outlined here, may be further defined, constrained, or enabled by other USA Karate policies, including, but not limited to, the below policies and procedures:

- Conflict of Interest
- Applicable Codes of Conflict, e.g., Athlete, Coach, Referee
- MAAPP
- Background Check and Safe Sport

DEFINITIONS

- 10 Year Athlete– An athlete who has represented the U.S. in Olympic, Paralympic, Pan American Games, WKF Championships (incl. WTSch, IWSch Qualification and Final Phase), PKF Senior Championships, or USA Team Trials (second stage) within the last 10 years (as defined in the AAC Working Group Notes).
- 10+ Year Athlete– An athlete who represented the U.S. in Olympic, Paralympic, Pan American Games, WKF Championships (incl. WTSch, IWSch Qualification and Final Phase), PKF Senior Championships, or USA Team Trials (second stage) more than the last 10 years (as defined in the AAC Working Group Notes).
- Actively Engaged Athlete – An athlete who has competed at the USA-NKF National Championships within the last 2 years (as defined in the AAC Working Group Notes).
- Management – The Management of USANKF, led by the CEO, including the staff and operational committees of the organization.

POLICY OUTLINE

The AAC provides a voice for all athletes, a conduit for athlete feedback, and for the appointment of athletes to USA Karate committees. The AAC's activities and structure are outlined below:

1) Duties of the AAC

- a) The chief responsibility of the AAC is to represent the voice of USA-NKF athletes to parties within USA Karate. As the voice of the athlete is paramount to the success USA Karate, all matters that impact athletes should be brought to the AAC or one of its delegates/representatives for commentary and approval.
 - i. This will include but is not limited to matters of funding & financing, athlete selection, rule updates, doping, issues impacting athlete performance, high performance plans, elections, etc.
- b) The AAC shall perform additional duties as outlined below:
 - i. Advocate for the welfare, safety, and fair treatment of athletes within USA Karate.
 - ii. Liaise and work with other committees, USOPC committees, the USOPC AAC, and other bodies as required by those bodies, the Director of Sport, or the USA Karate Board.
 - iii. Review and provide feedback on policies, procedures, and issues from other committees, staff, the Director of Sport, and the USA Karate Board.

- iv. Solicit, synthesize, and share feedback from athletes to committees, staff, the Director of Sport, and the USA Karate Board and represent the voice of USA Karate athletes to those parties.
- v. As needed, fill Athlete Representative vacancies on USA Karate committees. The AAC should consider the needs of USA Karate committees as outlined by the USA Karate.
- vi. Work with the Director of Sport to approve athletes selected to Team Kumite as directed in the selection document.

2) Composition

- a) The AAC shall be comprised of 7 members, all of whom must be a 10 Year Athletes. These members include:
 - i. The USOPC AAC Representative and the USOPC AAC Alternate, as elected in Article 11.3 of the USANKF By-Laws.
 - ii. 5 elected athletes who became eligible through competition.
 - iii. The 2 USA Karate Board Athlete Director Board Members shall not be members of the AAC but can be invited into topics and discussions at the invitation of any AAC member.

3) Terms and Term Limits

- a) All members of the AAC shall be elected to a 4-year term.
- b) All members of the AAC are limited to 2 terms consecutively.
- c) The AAC will have a staggered term structure where every 2 years, an election is held for AAC members who are terming off.
- d) Any member who has served more than half of a term will be considered to have served an entire term.
- e) No AAC member shall serve for more than two (2) consecutive terms unless the Athlete is elected to the USOPC Athlete Advisory Committee, in which case they can hold no more than two consecutive terms as the USOPC representative to the AAC.

Note: The AAC is currently (as of 2024) not on a staggered term structure. The AAC from within its own current members shall elect 3 members to extend their first term by 2 years in order to create this staggered structure. This will still be counted as the first term for these 3 members. As 2024 is already an election year for the USOPC AAC Rep and the Alternate USOPC AAC Rep, their positions must be a part of the 2024 election process.

4) Election of AAC Members

- a) Members of the AAC shall be directly elected by 10-year athletes as defined in this document.
- b) Election shall occur every 2 years starting in 2024 to accommodate a staggered AAC structure.
- c) Elections shall be conducted as outlined by the USA-NKF CEO.
- d) Election as the USOPC AAC Representative and the USOPC AAC Alternate shall be conducted separately with their appointment to the AAC occurring upon their election to those roles and for the length of their terms in those roles.

5) Removal

- a) AAC members can be removed from the AAC with the following methods:
 - i. By a unanimous vote of the other AAC members.
 - ii. By a 2/3 vote of those eligible to vote in AAC elections.

6) Vacancies

- a) Should any role on the AAC become vacant for any reason, the AAC shall ensure that a replacement member is elected as soon as is practical and in at most one hundred twenty (120) days.
 - i. If a vacancy opens less than six (6) months before the end of the term, the AAC may elect not to fill the role.

7) AAC Committee Roles

- a) Chair
 - i. The AAC Chair shall be elected by the members of the AAC from within their number. The election of the Chair shall take place at the first meeting following the AAC elections.
 - ii. The Chair may serve as Chair for as long as they are eligible to serve as a member of the AAC.
 - iii. The Chair shall preside over committee meetings.
 - a. In presiding over meetings, the AAC shall ensure that all AAC members are allowed to participate in all AAC deliberations.
 - iv. The AAC chair shall ensure that the AAC nominates and approves athletes for consideration of appointments to USANKF Committees. This AAC-approved list shall be provided to the USANKF Chairperson and CEO as needed by vacancies.
- b) Vice Chair
 - i. The AAC Vice Chair shall be elected by the members of the AAC from within their number. The election of the Vice Chair shall take place at the first meeting following AAC elections and after the election of the Chair in that meeting.
 - ii. The Vice-Chair may serve as Vice Chair for as long as they are eligible to serve as a member of the AAC.
 - iii. The Vice Chair shall preside over committee meetings in the absence of the Chair.
 - iv. The Vice Chair shall assume the role of Chair in the case of the Chair's death, resignation, suspension, or removal.
- c) Committee Members
 - i. All AAC members are required to:
 - a. Attend committee meetings. Members must attend at least half of the committee meetings. The committee may excuse the absences of members at its discretion.
 - b. Adhere to all USANKF policies, procedures, and USANKF Bylaws.
- d) Staff Liaison
 - i. The CEO shall appoint a staff member to be the staff liaison to the AAC. The staff liaison is not to be considered a member of the AAC, nor shall the staff liaison hold a vote.
 - ii. The staff liaison shall serve in that role at the discretion of the CEO.
 - iii. The staff liaison shall provide administrative support to the AAC, including but not limited to taking meeting minutes during AAC meetings.
 - iv. The staff liaison may advise the AAC about applicable policy, procedure, and Bylaw requirements.

8) Conduct of AAC Meetings

- a) The AAC shall have at least one in person meeting per year.
 - i. Travel expenses for this trip shall be provided for by USA Karate.
- b) The AAC should strive to meet more regularly to address issues as they arise.
 - i. These meetings can be in person or virtual.
- c) The AAC shall have at least one open meeting per year – this could be an athlete town hall.

- i. The AAC can have as many open meetings with athletes as is needed. However, as a general rule most of their meetings will be closed to the public due to the confidential nature of many topics.
 - d) Minutes shall be taken at every AAC meeting and posted on the USA Karate website in accordance with the Policies and Procedures for USA Karate Committees document.
 - e) Meetings shall be conducted in accordance with an informal version Robert's Rules of Order.
 - i. All motions shall be passed with a majority of votes cast.
 - ii. A quorum shall comprise of a majority of seated members of the AAC.
- 9) Reporting to the USA Karate Board
- a) The AAC shall report to the USANKF Board on its activities as well as a summary of the feedback items it has gathered as needed.
 - b) The AAC report shall be delivered by the Chair or designee and in keeping with USA Karate Board reporting procedures as updated from time to time by the USA Karate Board.

LIMITATIONS ON ACTION

- 1) The AAC must adhere to all policies, procedures, and USANKF Bylaws of the USOPC and the USA Karate. While the AAC Chair may speak on behalf of the AAC publicly, the Chair may not speak on behalf of USA Karate outside delegations enumerated in the Official Spokesperson Policy.
- 2) The AAC may work closely with the staff liaison in providing administrative support, but the staff liaison will report to the CEO (or designee) in the conduct of this duty.

POLICY REVIEW

- 1) The AAC shall review this policy biannually and report any changes or updates to the USA Karate Board. The AAC may also suggest changes or updates outside of that scope should the need arise.
- 2) The USA Karate Board may consider changes to this policy outside of recommendations from the AAC and must have approval from the AAC before making any changes.

COMPENSATION

- 1) AAC members shall not receive compensation for their services as AAC members.
- 2) USA Karate shall pay for the reasonable expenses of all members of the AAC to attend one in person Athletes Advisory Council meeting.
- 3) When AAC representatives are required to attend USANKF Board meetings, USA Karate will pay reasonable expenses.