

USA KARATE

POLICIES AND PROCEDURES FOR USA KARATE COMMITTEES



Member

United States Olympic and Paralympic Committee

Effective February 27, 2025

USA KARATE MISSION STATEMENT

To enable US athletes to achieve sustained competitive excellence and to promote and grow the sport of karate in the US while maintaining the well-being of our members.

GENERAL RULES AND REQUIREMENTS FOR COMMITTEE MEMBERS

COMMITTEES OF USA KARATE

- Audit
- Coaches
- Ethics
- Judicial
- Justice, Equity, Diversity and Inclusion
- Medical
- Para-Karate
- Referee
- Selection
- Technical
- Other committees and all task forces as determined by USA Karate

The USA KARATE Board of Directors shall determine such other committees and task forces as needed in their opinion.

COMMITTEE AND TASK FORCE MEMBER APPOINTMENTS

Committee members for board and standing committees, and task forces, shall be appointed by the Board Chair and approved by the Board of Directors, except that athlete members shall be appointed by the AAC. When appointed by the CEO, committee members shall be approved by the Board of Directors.

REQUIREMENTS FOR COMMITTEE MEMBERS

Committee members must meet and continue to meet the below requirements:

- Current USA Karate Membership
- Current Safe Sport Training (annually)
- Current Background Screening (valid for two years)
- Updated and Signed Code of Conduct form (annually)
- Updated and Signed Conflict of Interest Disclosure (annually)
- Anti-Retaliation Training (every two years or as required by USOPC)
- Conflict of Interest Training (every two years)
- Does not currently represent another National Federation in any official national capacity

GENERAL EXPECTATIONS FOR COMMITTEE MEMBERS

- Participation in USA KARATE events
- Good communication practices

- Maintain attendance at all committee meetings
- Follow the procedures of the committee
- Participate in decisions
- Carry out tasks assigned to them
- Review minutes of the last meeting and any other documents before the meeting

COMMITTEE MEMBER RIGHTS

- Right to correct information
- Right to be heard
- Right to be consulted
- Right to respect and loyalty from other members

TERM AND TERM LIMITS

TERM

The term for all standing and other committee members shall be four (4) years. A committee member shall remain on the committee until the committee member's successor is appointed. In the event that a committee member cannot complete the full four year term due to resignation, removal, incapacity, disability, or death, then a replacement committee member may be appointed immediately to serve the remainder of the term.

The term for all task force members shall be until their assignment is concluded, but in no event shall exceed a period of two (2) years.

TERM LIMITS

Each committee member may serve for up to two (2) consecutive four (4) year terms.

No person shall simultaneously serve on two different committees, with the exception of Audit Committee members on the Board of Directors and an Athlete Advisory Council member serving on another committee.

COMMITTEE MEMBER ATTENDANCE POLICY

Committee and task force members are expected to participate in all regularly scheduled committee and task force meetings they are a member of. Each committee or task force member must attend a minimum of at least one-half (1/2) of the committee or task force meetings of which they are a member during any twelve (12) month period. If the committee member misses more than one-half of the committee meetings in any twelve-month the Board may remove the member and appoint a replacement.

SPECIFIC PROCEDURES FOR EACH COMMITTEE OR TASK FORCE

Each committee and task force shall establish procedures for conducting its business and affairs. Such procedures shall be subject to prior Board of Directors approval and will be published and available on the USA Karate's website. In addition to those points outlined in these policies and procedures must include:

- Mission statement of the committee.
- List of committee responsibilities – per these policies and procedures.
- Statement of member requirements, how the committee members are chosen, and how they may be removed.

- Reimbursement, if applicable, of certain expenses related to travel or attendance as a result of participation on the committee.
- When meetings are held and how they are called and announced.

COMMITTEE REPORTS AND ALL-CHAIR MEETINGS

Committees are expected, at a minimum, to submit an annual report to the CEO and Board of Directors by March 31st of the succeeding year. Additionally, the CEO or Board Chair may request additional reports, including event reports, as they see fit.

If applicable, Committee Chairs are expected to attend quarterly All-Chair meetings held by the CEO and/or Chair of the Board of Directors. Chairs will give an update on their committee's activities and request advice or receive guidance from the CEO and Chair of the Board of Directors. Committee Chairs are expected to report information from these meetings to their committee members and constituents as necessary.

RULES FOR THE OPERATIONS OF COMMITTEES

MISSION

The purpose of the various Committees is to advance the mission of the USA Karate. The Mission of the USA Karate is to enable United States athletes to achieve sustained competitive excellence and to promote and grow the sport of Karate in the United States.

AUTHORITY

Committees derive authority from the Bylaws of USA Karate, where they are acknowledged as standing committees and, by extension, part of the USOPC. As such, all committees strive to comply with the USOPC standards and expectations in addition to the standards and expectations of USA Karate.

ATHLETIC MEMBERS ON THE COMMITTEE

At least 33.3 percent of the representation of any committee, identified in the Bylaws of the United States Olympic and Paralympic Committee as a Designated Committee, shall be populated by athletes qualified under Section 8.5 et seq. of the USOPC Bylaws. This is to comply with the Ted Stevens Olympic and Amateur Sports Act and the USOPC Bylaws. The USA Karate Athlete Advisory Committee (AAC) will select athlete representation on a committee.

Other committees or task forces must have at least 20% athletes members qualified under Section 8.5 et seq. of the USOPC Bylaws to comply with the Ted Stevens Olympic and Amateur Sports Act and the USOPC Bylaws.

NOTICE OF MEETING

Each committee or task force shall publish notice of their meetings and proposed agenda on the USA Karate website at least 30 days before the meeting for general notice to the membership. In the case of special meetings, each committee shall endeavor to publish the meeting notice as soon as possible.

MEETINGS

Ordinarily, all committee meetings shall be open to all USA Karate members. In the event the committee chair, with the consent of a majority of the committee members in attendance, deems it appropriate to exclude members at an open meeting for any reason, the chair may declare that the meeting is closed or may choose to convene an executive session in order to consider and discuss matters relating, but not limited to, personnel, nominations, discipline, budget, salary, litigation or other sensitive matter. Further, the committee chair may open a committee or task force meeting to non-USA Karate members, with the consent of a majority of the committee members or task force.

MINUTES OF MEETINGS

Each committee and task force shall be responsible for the taking/recording of minutes for its meetings. Minutes shall state when an individual declares or recuses themselves due to a declared or determined conflict of interest. Minutes shall provide a high-level description of items discussed in the executive session. Any motions in closed or executive session shall be recorded, as well as the outcome of any vote. Meeting minutes shall be submitted to the Board within 30 days of the meeting to be included in the corporate record.

PAID STAFF AND USA KARATE BOARD MEMBERS AT MEETINGS

Paid USA Karate Staff and the USA Karate Board of Directors members may attend and speak at meetings but have no vote unless they are an official committee member. Those not on the committee may be asked to leave in the event of a closed meeting if it is warranted in the opinion of the chair of the committee.

CONDUCT OF MEETINGS

Each meeting shall be run from an Agenda made available in advance and shall follow the general outline below. The public may only speak during the public comment time on the agenda or unless specifically asked to comment by a committee member.

The general order of meetings shall be:

- Meeting opening
- Declaration of conflicts of interest
- Approval of written minutes of the last meeting
- Public comment
- Matters arising from the minutes (if not otherwise on the agenda)
- Reports from Committee Chair, Committee Secretary, staff, sub-committees, etc., as applicable and appropriate
- Main items of business
- Other business
- Determination of the date, time, and venue of the next meeting
- Adjournment

COMMITTEE SECRETARY

All committees, other than the referee committee, may select one of its members to act as the secretary of the committee or meeting. The secretary's responsibility is to take and prepare the meeting minutes for the chairperson of the committee and committee members and forward such to the designated staff member of USA Karate.

COMMITTEE CHAIRPERSON

Each committee chairperson shall, in addition to responsibilities expressed elsewhere:

- Ensure the meeting announcement is timely
- Ensure that the agenda and minutes are prepared
- Ensure that the agenda is followed
- Ensure all committee members have a chance to speak
- Promote fairness and resist the opportunity to put their own opinion first
- Sum up the discussion before a decision is final
- Strive for consensus – casting their own votes sparingly
- Ensure tasks allocated are carried out
- Speak for the committee publicly unless otherwise agreed by the members.
- Report to the USA Karate Board of Directors as required or appropriate.

COMMITTEE REIMBURSEMENT AND SUPPORT POLICIES

Committee members shall not receive compensation for their services as committee members. However, the reasonable expenses of committee members may be paid or reimbursed per USA Karate's policies outlined below. Committee and task force members who are not directors of the Board may receive compensation for services rendered to or for the benefit of USA Karate in any other capacity, provided the Board of Directors gives explicit approval in accordance with Colorado law.

COMMITTEE CHAIRS REIMBURSEMENTS

- If there is a specific function or reason for the Chair of a committee to be present at a USA Karate event, hotel accommodations for the nights applicable to such function shall be covered.
- If there is a specific function or reason for the Chair of a committee to be present at a USA Karate event, economy airfare or ground transportation may be reimbursed, but not to exceed \$600.
- If requested, a committee chair may be issued a USA Karate email address
- If expenses are incurred for required training and background checks, committee chairs may submit for reimbursement
- Any and all additional reimbursements must have prior approval by the CEO

COMMITTEE MEMBERS REIMBURSEMENTS

- If there is a specific function or reason for committee members to be present at a USA Karate event, hotel accommodations for the nights applicable to such function shall be covered, based on double occupancy.
- If requested, a committee member may be issued a USA Karate email address
- If expenses are incurred for required training and background checks, committee members may submit for reimbursement
- Any and all additional cost reimbursements must have prior approval by the CEO

COMMITTEES AND RESPONSIBILITIES

AUDIT COMMITTEE

COMMITTEE SIZE

Minimum one (1) current Board member, no athlete participation required

CRITERIA FOR SELECTION

- Current Board member
- At least one Independent or At-Large Director
- Financial experience

ROLES AND RESPONSIBILITIES

- Select the independent auditors of USA Karate, review the independent auditors' report and management letter, and recommend action, as needed.
- Investigate fiscal controls and disclosure matters, as directed by the Board of Directors.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

COACHES COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 20% minimum athlete representation

CRITERIA FOR SELECTION

- Current USA Karate National Head Coaches preferred
- Former National Coach from any National Federation preferred
- Former athletes, for the Athlete Representative positions, preferred
- Strong administrative skills and record keeping preferred for the Chair

ROLES AND RESPONSIBILITIES

- Define and develop curricula for the training and education of coaches.
- Create appropriate materials and manuals to assist coaches.
- Coordinate with the Technical Committee to develop and administer seminars and clinics for coaches.
- Provide a current list of all certified coaches to the National Office.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

ETHICS COMMITTEE

COMMITTEE SIZE

Three (3) members total, 33% athlete representation

- Two (2) independents
- One (1) athlete representative

CRITERIA FOR SELECTION

- Experience in mediation, law, or judicial matters preferred.

ROLES AND RESPONSIBILITIES

- Develop and review the USA Karate Code of Ethics annually for the Board of Directors, officers, committee and task force members, volunteers, staff, and member organizations for adoption by the Board of Directors.
- From the highest level generally administer and oversee compliance with the Code of Ethics.
- Review and monitor Conflict of Interest Disclosures of all Board of Directors, staff, committee, and administration, including coaches and task force members, and adjudicate claims of SafeSport violations that the US Center for SafeSport cannot adjudicate.
- Review and investigate ethical impropriety or conflicts of interest and recommend matters or actions to the Board of Directors.
- Review and provide guidance on ethical questions presented by the Board of Directors, committee and task force members, volunteers, staff, and USA Karate members.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

JUDICIAL COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 33% minimum athlete representation

CRITERIA FOR SELECTION

- Experience in mediation, law, or judicial matters is preferred.
- Independents are not required but should be considered.

ROLES AND RESPONSIBILITIES

- Generally administer and oversee all administrative grievances and right-to-compete matters filed with USA Karate
- Identify individuals who would be fair, impartial and who would have the qualifications and ability to serve on hearing panels
- Hear and render a decision or appoint a panel to hear and render a decision, on grievances and disciplinary matters.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI) COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 33% minimum athlete representation

CRITERIA FOR SELECTION

- Experience as an athlete, official, or coach is preferred.
- Knowledge in the JEDI space is preferred.

ROLES AND RESPONSIBILITIES

- Support justice, equity, diversity, and inclusion in karate; discuss topics and ideas and make recommendations to the Board of Directors and CEO.
- Propose effective ways to increase participation of underrepresented groups throughout USA Karate in all capacities.

- Have a proactive role in promoting diversity and inclusion through educational initiatives and increased participation of underrepresented groups.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

MEDICAL COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 20% minimum athlete representation

CRITERIA FOR SELECTION

- Experience in sports medicine is preferred
- Experience in high-level karate competition (as an official, coach, or athlete) is preferred

ROLES AND RESPONSIBILITIES

- When requested to do so by the Board of Directors or Chief Executive Officer, make recommendations regarding the selection of national team medical personnel.
- Provide feedback on proposed changes to the rules of competition and the impact on athlete safety.
- When requested to do so by the Board of Directors or Chief Executive Officer, coordinate and arrange for the provision of medical services to national teams at international and domestic competitions.
- Review current research data regarding medical issues, pharmaceuticals, and prevention and treatment of injuries (as applicable to karate) and periodically report to the Board of Directors regarding that review.
- Compile medical reports from national team medical personnel and periodically report to the Board of Directors regarding that compilation.
- Develop educational programs whereby experts in the appropriate field will advise athletes, coaches, and officials on topics including but not limited to:
 - the prevention and care of athletic injuries
 - available medications, supplies, equipment, immunizations, and other preventive health requirements
 - proper nutrition and the use of supplements
 - the prevention of drug abuse in sports
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

NOMINATING & GOVERNANCE COMMITTEE

COMMITTEE SIZE

Three (3) members total, with 33% athlete representation

- one former or outgoing Board member
- One (1) independent
- One (1) athlete representative

CRITERIA FOR SELECTION

- Understanding of governance and bylaws is preferred

ROLES AND RESPONSIBILITIES

- Identify and evaluate prospective candidates for the Board of Directors.
- Recommend individuals to serve on the Board of Directors, as provided in these Bylaws.

- Recommend individuals to serve on various committees, upon the request of the Board of Directors.
- In collaboration with the Athletes' Advisory Committee (AAC), develop a process to jointly identify and vet candidates to serve as the 10 Year+ Athlete Representatives.
- Consult, as needed, with the Ethics Committee concerning vetting all nominations for potential conflict of interest or other problematic background issues.
- Develop and recommend to the Board of Directors, for its consideration, an annual self-evaluation process of the Board of Directors and its committees.
- Oversee the election for the Board of Directors, including supervising the preparation of a list of members eligible to vote, supervising the issuance of ballots, and supervising the counting of ballots to determine the election vote.

PARA KARATE COMMITTEE

COMMITTEE SIZE

Three (3) members total, with 33% minimum athlete representation

CRITERIA FOR SELECTION

- Experience in working with athletes with disabilities preferred
- Experience in advocacy for persons with disabilities preferred

ROLES AND RESPONSIBILITIES

- Support Para Karate equity in Karate.
- Implement plans to increase and encourage the participation of Para Karate athletes in USA Karate.
- Develop and implement plans to support Para Karate education and Para Karate Coach training and participation.
- Develop strategies for the recruitment and retention of Para Karate athletes.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

REFEREE COMMITTEE

COMMITTEE SIZE

Five to seven (5-7) voting members total, with 33% minimum athlete representation. These member shall perform the following roles:

- Chair (non-voting)
- Secretary (non-voting)
- Education Member
- Certification Member
- Operations Member
- Counselor Member
- Athlete Representative(s) – one or two

ROLES AND RESPONSIBILITIES

- The recruitment and education of referee corps members, including developing and implementing educational programs, materials, and activities to provide members with access and opportunity to achieve knowledge and skills with competence, confidence, and professionalism.

- Maintain and publish standards for referee licenses and participation on the website on the local, national, and international levels and administer the same.
- Provide, when necessary, a draft of the USA Karate Rules and Regulations for competitions for board approval, including updates as necessary upon consultation with other committees as outlined in these bylaws.
- Develop and administer Referee certification exams.
- Recommend to the CEO members of the referee corps for consideration on a referee task force for various tournament operations.
- Bring matters concerning the referee corps to the Board's attention.
- Provide an annual report of all activities to the Board of Directors by March 31st of the succeeding year.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

CHAIRPERSON CRITERIA

- Strong leadership and communication skills
- 2-year term, limit of 8 years
- Current WKF Karate Referee AA (WKF Referee A in Kumite and Judge A in Kata) preferred Former WKF Karate Referee AA may also be considered
- Position on PKF or WKF Referee Commission is an additional consideration
- Must attend (participate or observe) at least one PKF or WKF event per calendar year

CHAIRPERSON RESPONSIBILITY

The chair of the referee committee will work closely with the Board of Directors and the CEO and is responsible for ensuring that the functions of the referee committee meet the "Metrics of Success" in line with the mission of the USA Karate. The chair shall be a non-voting member of the Referee committee.

SECRETARY CRITERIA

- Strong communication skills
- Two (2) year term, limit of eight (8) years
- Current or former PKF/WKF official preferred

SECRETARY RESPONSIBILITY

The secretary is responsible for all communications between the referee committee, the board of directors, the CEO, and other committees or task forces. The secretary must be present at all meetings to take minutes and distribute those minutes as required. The secretary will be the repository of all activities of the referee committee, including:

- Collecting data and records from each examination, national, continental, or world, and reporting all results to the USA Karate, as needed, for the smooth operations of the USA Karate.
- Maintain a list of all referees and candidates, including a priority list for any WKF license exam publishing this listing on the USA Karate website.

EDUCATION MEMBER CRITERIA

- Current or former PKF/WKF official preferred
- Two (2) year term, with a limit of eight (8) years
- Must attend (participate or observe) at least one PKF or WKF event per calendar year

EDUCATION MEMBER RESPONSIBILITY

- Develop and ensure the smooth operation of National, Regional, and Local Referee programs, directors/instructors
- To prepare the international/national competition rule updates submitting to the proper authorities for approval.
- Provide the approved, updated rules and materials to the referee corps and ensure proper educational activities to update the referee corps at all levels.
- Organize educational activities.
- Recommend to the Referee Committee a task force to perform these duties annually for the succeeding year.

CERTIFICATION MEMBER CRITERIA

- Current or former PKF/WKF official preferred
- Two (2) year term, limit of eight (8) years
- Must attend (participate or observe) at least one PKF or WKF event per calendar year

CERTIFICATION MEMBER RESPONSIBILITY

- Provide proper policies and procedures for licensing at all levels, including evaluation at USA Karate signature events.
- Provide a list of qualified individuals annually to the referee committee for approval to serve on licensing task forces at Signature Events or other national licensing events.
- Gather and create materials and evaluation forms for the licensing exams.
- Ensure adherence to licensing procedures for each license level.

OPERATIONS MEMBER CRITERIA

- Current or former PKF/WKF official preferred
- Two (2) year term, limit of eight (8) years
- Must attend (participate or observe) at least one PKF or WKF event per calendar year

OPERATIONAL MEMBER RESPONSIBILITY

- Provide a list of qualified individuals annually to the referee committee for approval to serve on operational task forces at signature events or other events who are capable and can work directly and closely with the USANKF Chair, CEO, and other tournament operations both prior and during the event to ensure the smooth operation of the referee function.
 - Includes a review of logistics, processing tatami deployment, and appointing the appeals jury.
 - The list will differentiate the various roles the individuals are being recommended as capable of, such as chief referee, appeals jury, tatami manager, etc.

COUNSELOR MEMBER

- Current or former PKF/WKF official preferred
- Two (2) year term, limit of eight (8) years
- May need to be athlete representative, depending on committee makeup.
- May not serve on any other committee (except AAC)

ATHLETE REPRESENTATIVE

- Current or former PKF/WKF official preferred
- Two (2) year term, limit of eight (8) years

- Appointed by AAC, and approved by the Board of Directors
- May not serve on any other committee (except AAC)

SELECTION COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 33% minimum athlete representation

CRITERIA FOR SELECTION

- Independents are not required but should be considered.
- Experience in high-level karate competition (as an official, coach, or athlete) is preferred
- Non-active athlete representative is highly recommended

ROLES AND RESPONSIBILITIES

- Development, approval, and implementation of selection procedures for protected competitions only
- Selection of athletes, coaches, and staff in accordance with those procedures of protected competitions
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.

TECHNICAL COMMITTEE

COMMITTEE SIZE

Three to six (3-6) members total, with 20% minimum athlete representation

CRITERIA FOR SELECTION

- Involvement in technical activities
- Not an active Coach, Athlete, or Official is preferred

ROLES AND RESPONSIBILITIES

- Advise the Board of Directors in technical matters related to Karate-do.
- Provide feedback on proposed changes to the rules of competition and the impact on technical matters of Karate-do.
- Organize technical meetings that contribute to the proper technical feedback of national and international affiliated organizations.
- Organize and present technical seminars for the membership of the USA Karate.
- Help maintain and teach Kata standards and technical understanding.
- Coordinate with the Coaches Committee to develop and administer seminars, clinics and briefings for coaches.
- Provide an annual report of all activities to the Board of Directors by March 1st of the succeeding year.
- Perform other duties, as assigned, by the Board of Directors or Chief Executive Officer.