



USA Judo Vetting Process for Independent Board, Committee and Task Force Members

The NGC plays a critical role in safeguarding the **integrity, independence, and effectiveness** of USA Judo's governance structure. As an NGC member, you are tasked with vetting potential candidates for the Board of Directors, committees and task forces, ensuring each candidate meets the criteria set forth in the description of the position they want to fill and can meet other requirements set forth by USA Judo. You are also responsible for reviewing and evaluating whether or not those individuals wishing to fill an "independent" seat meet the definition of independence as set forth in USA Judo's Bylaws. The Ethics and Grievance Committee will review all conflict of interest disclosures and report back to the NGC.

Overview of the Vetting Process

Step 1: Initial Background Verification

- **Action:** Forward the candidate's name to the USA Judo National Office.
- **Purpose:** Confirm whether the individual has been a member of USA Judo within the past five (5) years.
- **Additional Check:** The office may also flag any potential family ties to current or past USA Judo members.

Step 2: Online Screening Review

- **Action:** Conduct an extensive web search to identify:
 - Affiliations with other Judo NGBs
 - Any current or past board memberships
 - Involvement in judo political activism

Step 3: Independence Inquiry Email

- **Action:** Send the following email to the candidate to confirm their eligibility as an independent under USA Judo Bylaws.
- **Content:** Outlines the official definition of an "independent" (see below) and includes Conflict of Interest Disclosure document (link)
- **Candidates Task:** Self-assess and confirm if they meet independence criteria and express interest.

Definition of an “Independent” (Per USA Judo Bylaws):

An individual is NOT considered independent if, within the last 5 years, any of the following apply:

- a. Employment or governance role with USA Judo, IJF, regional Judo entity, or sport family entity
- b. Immediate family member in any of the above roles
- c. Affiliation with USA Judo’s outside auditor or counsel
- d. Immediate family affiliated with above as partner/principal/manager
- e. Member of USA Judo Athletes’ Advisory Council
- f. Member of a constituent group with Board representation
- g. Recipient of compensation from USA Judo
- h. Executive or major stakeholder of a business that contracts with USA Judo
- i. A USA Judo member in a competitive category
- j. A parent, close family member, or coach of a USA Judo athlete/member

Step 4: Nominating & Governance Committee Vetting

Once a candidate confirms interest and apparent eligibility, the NGC takes over for deeper evaluation. **As an NGC member, your responsibilities include:**

Conducting Candidate Evaluations

- Review candidate background
- Engage via phone, video, or written questionnaire (as appropriate)
- Evaluate based on **experience, judgment, ethics, and independence**

Use These Core Questions as a Guide:

- 1. Experience & Qualifications**
 - What relevant experience do you have that qualifies you for this position?
- 2. Governance Awareness**
 - Are you familiar with USA Judo and USOPC Bylaws?
- 3. Ethical Scenarios**
 - How would you handle a member acting contrary to USA Judo’s best interest?
- 4. Decision-Making Style**
 - What is your approach to problem solving and complex decision-making?
- 5. Expectations**
 - What are your expectations of USA Judo, the Board, and its Committees?

Step 5: Timeline & Submission

- You will be given **10 days** to conduct or attempt your vetting.

- At the end of this period, you are expected to:
 - Submit your **referral, findings, and impressions**
 - Forward any **concerns, red flags, or endorsements** to Chair of the NGC

The Chairman of NGC will then consolidate all responses and submit them to the **Chief Executive Officer** for final review. Once appointments are approved by the BOD, the appropriate checks will be made by the national office to include, background screen, SafeSport certification and USA Judo membership.

Final Tips for Effective Vetting

- Stay impartial and evidence-based
 - Treat all candidates with professionalism and confidentiality
 - Look for integrity, independence, and a spirit of service
 - Ask follow-up questions if needed to clarify red flags
 - Avoid assumptions—when in doubt, document and share concerns
-

Questions?

If you're ever unsure during a vetting, contact the Chair of the NGC for clarification. All input, even partial or cautionary, is valuable.