



USA-NKF MINOR ATHLETE AND OFFICIAL ABUSE PREVENTION POLICIES  
Version 2.2

Publication Date: March 5, 2021

USA National Karate-do Federation Policy Submission Date: January 31, 2021

Effective Date: January 1, 2022

*USA National Karate-do Federation: Minor Athlete and Official Abuse Prevention Policies*

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## INTRODUCTION

The U.S. Center for SafeSport (the Center) is committed to building a sport community where Participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. Throughout this document the most commonly used terms are defined in the Terminology section in the back of this document.

### Authority

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 authorizes the Center to develop training and policies to prevent abuse—including physical, emotional, and sexual abuse—within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(1). Federal law requires that, at a minimum, national governing bodies and paralympic sports organizations *must offer and give consistent training related to the prevention of child abuse: (1) to all adult members who are in regular contact with amateur athletes who are minors and (2) subject to parental consent, to members who are minors.* 36 U.S.C. § 220542(a)(2)(E). Federal law requires that these policies contain reasonable procedures to limit unobservable and uninterrupted one-on-one interactions between an amateur athlete, who is a minor, and an adult, who is not the minor’s legal guardian, at facilities under the jurisdiction of organizations within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(2)(C).

### What is the MAAPP?

To that end, the Center has developed the Minor Athlete Abuse Prevention Policies (MAAPP). The MAAPP is a collection of proactive prevention and training policies for the U.S. Olympic & Paralympic Movement. It has three primary components:

1. An Education & Training Policy that requires training for certain Adult Participants within the Olympic & Paralympic Movement.
2. Required Prevention Policies, focused on limiting one-on-one interactions between Adult Participants and Minor Athletes, that Organizations within the Olympic & Paralympic Movement must implement to prevent abuse.
3. Recommended Prevention Policies.

The Center developed the MAAPP to assist National Governing Bodies (NGBs), Paralympic Sport Organizations (PSOs), Local Affiliated Organizations (LAOs), the U.S. Olympic

& Paralympic Committee (USOPC), and other individuals to whom these policies apply in meeting their obligations under federal law (*note*: implementing these policies does not guarantee that an organization or individual fully complies with federal law or all applicable legal obligations). These Organizations should share these policies with all Participants and with parents/guardians of minor athletes. Those implementing these policies should consider the physical and cognitive needs of all athletes.

The MAAPP focuses on just two important aspects of a much larger comprehensive abuse prevention strategy. These policies address training requirements and limiting one-on-one interactions between adults and minor athletes. These policies are intended to be enforceable and reasonable, acknowledging, for example, that when a 17-year-old athlete turns 18, they become an adult athlete, and a complete prohibition of one-on-one interactions may not be necessary or practical. Additionally, there may be other instances when one-on-one interactions could occur, and in those cases, these policies provide strategies so parents/guardians can provide informed consent if they choose to allow a permitted interaction. **The Center recommends that parents first complete training on abuse prevention to be informed about potential boundary violations and concerns before consenting to the interaction.**

While the MAAPP will help organizations implement these policies to greatly improve minor athlete safety, in no way can they guarantee athlete safety in all circumstances, especially when the policies are not fully implemented, followed, or monitored. These policies are not comprehensive of all prevention strategies, nor are they intended to be. These policies should be implemented alongside the [SafeSport Code](#). Additionally, other resources are available that may assist organizations in improving athlete safety<sup>1</sup>.

## **How Does the Center Ensure Compliance with the MAAPP?**

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<sup>1</sup> Saul, J., & Audage, N.C. (2007). [Preventing Child Sexual Abuse Within Youth-Servicing Organization: Getting Started on Policies and Procedures](#). Atlanta, GA: Centers for Disease Control and Prevention.

Canadian Centre for Child Protection. (2014). [Child Sexual Abuse: It Is Your Business](#). Winnipeg, Manitoba: Canadian Centre for Child Protection.

The Australian Royal Commission Into Institutional Responses to Child Sexual Abuse. (2017). [Final Report](#).

Federal law requires the Center to conduct regular and random audits of the NGBs to ensure compliance with these policies. 36 U.S.C. § 220542(a)(2)(E). More specific organizational compliance requirements can be found in Part II. Additionally, it is the responsibility of the USOPC and each NGB, LAO, and Adult Participant to comply with the MAAPP. The aforementioned Organizations can act in their respective programs for violations of the MAAPP by Adult Participants. Adult Participants also have an independent responsibility to comply with these MAAPP provisions. Violations of these provisions can result in sanctions under the SafeSport Code.

### **Is the MAAPP Different from the SafeSport Code?**

Yes. The [SafeSport Code](#) works alongside the MAAPP to prevent abuse. The MAAPP includes proactive prevention policies for organizations and individuals, while the SafeSport Code contains misconduct policies for individuals. However, violations of the MAAPP can violate the SafeSport Code, and violators can be sanctioned.

## **SCOPE**

### **The MAAPP Applies to “In-Program Contact” Within the Olympic & Paralympic Movement**

The MAAPP is required for the U.S. Olympic & Paralympic Committee (USOPC), National Governing Bodies (NGB), Local Affiliated Organizations (LAO), and Paralympic Sport Organizations (PSO) within the Olympic & Paralympic Movement (each an “Organization”).

Some policies impose requirements on USA National Karate-do Federation (USA Karate) at sanctioned events and facilities partially or fully under the USA Karate’s jurisdiction. For example, Member Clubs must monitor locker rooms at their facilities and sanctioned events. Other policies impose certain requirements on Adult Participants under USA Karate’s jurisdiction when the Adult Participant is having “In-Program Contact.” For example, Adult Participants cannot have one-on-one electronic communications with Minor Athletes that they coach.

### **Who is a Minor Athlete?**

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A **Minor Athlete or Official** is an amateur athlete or official under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of, USA Karate, or a Member Club.

**Partial or Full Jurisdiction:** Includes any sanctioned event (including all travel and lodging in connection with the event) by USA Karate, Member Club, or any facility that USA Karate, or Member Club owns, leases, or rents for practice, training, or competition.

### **Who is an Adult Participant?**

An **Adult Participant** is any adult (18 years of age or older) who is:

1. A member or license holder of USA Karate or Member Club.
2. An employee or board member of USA Karate or Member Club.
3. Within the governance or disciplinary jurisdiction of USA Karate or Member Club.
4. Authorized, approved, or appointed by USA Karate or Member Club to have regular contact with or authority over Minor Athletes.<sup>2</sup>

### **What is In-Program Contact?**

In-Program Contact includes sanctioned events and facilities, but it also applies more broadly to sport-related interactions. **The MAAPP defines “In-Program Contact” as:**

*Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.*

Examples of in-program contact include, but are not limited to competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

### **Does the MAAPP Have Any Exceptions?**

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<sup>2</sup> This may include volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, officials, adult athletes, staff, board members, and any other individual who meets the Adult Participant definition.

Yes. The MAAPP was written with certain appropriate exceptions in mind. Exceptions are addressed in each policy and include:

1. A Close-in-Age Exception

This exception applies to certain policies and allows for In-Program Contact between an Adult Participant and a Minor Athlete if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

*Note: This exception is different than the close-in-age exception in the [SafeSport Code](#) pertaining to misconduct.*

2. Exceptions for Adult Participant Personal Care Assistants Working with a Minor Athlete

3. Exceptions for Dual Relationships

This exception applies to certain policies when the Adult Participant has a dual role or relationship with a Minor Athlete. The exception requires written consent of the Minor Athlete's parent/guardian at least annually.

Many of the exceptions require parent/guardian consent. The Center recommends parents take training on child abuse prevention before providing consent under these policies. The Center offers a free Parent Course at [www.athletesafety.org](http://www.athletesafety.org).

### **Am I required to take SafeSport Training?**

Certain Adult Participants within the Olympic & Paralympic Movement who have (i) regular contact with Minor Athletes, (ii) authority over Minor Athletes, or (iii) are employees or board members of USA Karate or member club, are required to take training. The specific training requirements can be found in Part I.

## PART 1 – EDUCATION AND TRAINING POLICY

### A. Mandatory Child Abuse Prevention Training for Adult Participants

#### 1. Adult Participants Required to Complete Training

- a. The following Adult Participants must complete the *SafeSport Trained Core* either through the Center’s online training or the Center’s approved, in-person training:
  - i. Adult Participants who have regular contact with any amateur athlete(s) who is a minor.
  - ii. Adult Participants who have authority over any amateur athlete(s) who is a minor.
  - iii. Adult Participants who are an employee or board member of USA Karate or a member club.
- b. Signature Event and National Team medical staff are required to take training under Section (a) can take the Health Professionals Course in lieu of the *SafeSport Trained Core*.

#### 2. Timing of Training

Adult Participants must complete this training:

- a. Before regular contact with an amateur athlete who is a minor begins; and
- b. Within the first 45 days of either initial membership or upon beginning a new role subjecting the adult to this policy.

#### 3. Refresher Training

The above listed Adult Participants must complete a refresher course on an annual basis, beginning the calendar year after completing the *SafeSport Trained Core*. Every four years, Adult Participants will complete the *SafeSport Trained Core* training. Medical providers can take the Health Professionals Course in lieu of the *SafeSport Trained Core* and are required to take the refresher courses on an annual basis if they meet the criteria for A(1).

### B. Minor Athlete Training Must Be Offered

1. USA Karate and member clubs, on an annual basis, must offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
2. The Center offers youth courses, located at [www.athletesafety.org](http://www.athletesafety.org), that meet this requirement.

### C. Parent Training Must Be Offered

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1. USA Karate and member clubs, on an annual basis, must offer training to parents on the prevention and reporting of child abuse.
2. The Center offers a parent course, located at [www.athletesafety.org](http://www.athletesafety.org), that meets this requirement.

#### **D. Optional Training**

1. Adult Participants serving in a volunteer capacity, who will not have regular contact with or authority over Minor Athletes, should take the Center's brief Volunteer Course (or *SafeSport Trained Core*) before engaging or interacting with any Minor Athlete(s).
2. USA Karate and member clubs may provide training *in addition to* the *SafeSport Trained Core*, although they cannot refer to this training as "SafeSport" training. **Training other than the *SafeSport Trained Core* or Refresher does not satisfy this policy.**
3. Parents of Minor Athletes are provided free online access to the Center's parent course and are encouraged to take the training.

#### **E. Exemptions and Accommodations**

1. Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport at [exemptions@safesport.org](mailto:exemptions@safesport.org).
2. The Center will work with USA Karate or member clubs on appropriate accommodations for persons with disabilities and individuals with limited English proficiency to satisfy these training requirements. USA Karate and Member Clubs must provide reasonable accommodations and track any exemptions for individuals with disabilities and individuals with limited English proficiency.

#### **F. Adult Participants Required to Complete Training**

USA Karate

- Board of Directors
- Staff (employee, contractor or volunteer)
- Interns

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- 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
- Senior and Junior National Team Athletes over 18 years of age
- Coach members
- Official members
- Athletes over 18 years of age

#### Member Clubs

- Club Owner
- Club Staff
- Club Board of Directors
- Club Coaches
- Club Instructors (Instructors, Assistants and Leaders)
- Adults with regular contact or authority over Minor Athletes

### **G. Adult Participants Not Required to Take Training**

#### USA Karate

- Volunteers not in a position of Authority/Regular Contact with Minor Athletes
- Contractors without access to athletes
- Adults with cognitive disabilities with an approved waiver

#### Member Clubs

- Adults without regular access or authority over Minor Athletes

## **PART II – ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES**

USA Karate and member clubs (the “Organization”) must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

### **A. Organizational Requirements for Education & Training**

1. USA Karate and member clubs must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.
2. The Organization must, on an annual basis, offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
  - a. For training to Minor Athletes, the Organization must track a description of the training and how the training was offered and provided to Minor Athletes.
  - b. The Organization is not required to track individual course completions of Minor Athletes.
3. The Organization must, on an annual basis, offer training to parents on the prevention and reporting of child abuse.

### **B. Required Prevention Policies and Implementation**

1. USA Karate and member clubs must develop minor athlete abuse prevention policies that contain the mandatory components of the Center’s model policies in Part III. These model policies cover:
  - a. One-on-one interactions
  - b. Meetings and training sessions
  - c. Athletic training modalities, massages, and rubdowns
  - d. Locker rooms and changing areas
  - e. Electronic communications
  - f. Transportation
  - g. Lodging
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended

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policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

3. USA Karate must also require that its LAOs (Member Clubs) implement these policies within each member club.
4. USA Karate and member clubs must implement these policies for all In-Program Contact.
  - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization must take steps to ensure the policies are implemented and followed.
  - b. For In-Program Contact that occurs outside USA Karate or member club's sanctioned event or facilities, implementing these policies means:
    - i. Communicating the policies to individuals under its jurisdiction.
    - ii. Establishing a reporting mechanism for violations of the policies.
    - iii. Investigating and enforcing violations of the policies.
5. USA Karate and member clubs must have a reporting mechanism to accept reports that an Adult Participant is violating USA-NKF Minor Athlete and Official Abuse Prevention Policies. USA Karate or member club must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

### **C. Policy Approval and Submission Process**

1. USA Karate may adopt the MAAPP as-is or adapt it to fit their needs. Regardless, each Organization must submit their policies to the Center at [compliance@safesport.org](mailto:compliance@safesport.org) for review and approval by January 31, 2021. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part III become the default policy until the Center approves the policy.
2. USA Karate must require their LAOs to incorporate the mandatory components of Part III. NGBs may require that their LAOs implement the NGB's policies, which may be more stringent than the policies in Part III.
3. USA Karate may, in its discretion, require its National Member Organizations (NMO) to implement these policies.

- An NGB that chooses to require its NMOs to implement the Education & Training Policy must obtain advanced, written approval from the Center to expand the training access to additional persons. Requests must be submitted to [ngbservices@safesport.org](mailto:ngbservices@safesport.org).
4. The mandatory components of Part III will serve as the default policy for any organization that fails to develop its own policy as required by this section.

## **PART III – REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS**

The U.S. Center for SafeSport and USA Karate recognizes that youth-adult relationships can be healthy and valuable for development. Policies on one-on-one interactions protect children while allowing for these beneficial relationships. As child sexual abuse is often perpetrated in isolated, one-on-one situations, it is critical that organizations limit such interactions between youth and adults and implement programs that reduce the risk of sexual abuse.

### **ONE-ON-ONE INTERACTIONS POLICY**

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#### **A. Mandatory Components**

1. Observable and Interruptible
  - a. All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
  - b. The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In-Program Contact not specifically addressed in other policies:
    - i. When a Dual Relationship exists; or
    - ii. When the Close-in-Age Exception applies; or
    - iii. If a Minor Athlete needs a Personal Care Assistant, and:
      - (1) the Minor Athlete’s parent/guardian has provided written consent to the USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
      - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
      - (3) the Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy; or
    - iv. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if USA Karate or member club receives parent/guardian consent.

## MEETINGS AND TRAINING SESSIONS POLICY

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### A. Mandatory Components

1. Observable and Interruptible

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.

2. Individual Training Sessions

a. One-on-one, In-Program, individual training sessions must be observable and interruptible except if:

i. A Dual Relationship exists; or

ii. The Close-in-Age Exception applies; or

iii. A Minor Athlete needs a Personal Care Assistant, and:

(1) the Minor Athlete's parent/guardian has provided written consent to USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and

(2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and

(3) the Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy.

b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and

c. Parents/guardians must be allowed to observe the individual training session.

3. Meetings with licensed mental health care professionals and health care providers (other than athletic trainers<sup>3</sup>)

If a licensed mental health care professional or licensed health care provider meets one-on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under the USA Karate or member club's jurisdiction, the meeting must be observable and interruptible except:

a. If the door remains unlocked; and

b. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and

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<sup>3</sup> Athletic trainers who are covered under these policies must follow the "Athletic Training Modalities, Massages, and Rubdowns" policy.

- c. USA Karate or member club is notified that the provider will be meeting with a Minor Athlete; and
- d. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

## **B. Recommended Components**

### 1. Monitoring

If a permitted meeting or training session takes place between an Adult Participant(s) and a Minor Athlete(s) at a facility partially or fully under USA Karate or member club's jurisdiction, another Adult Participant will monitor each meeting or training session. Monitoring includes reviewing the parent/guardian consent form, knowing that the meeting or training session is occurring, knowing the approximate planned duration of the meeting or training session, and dropping in on the meeting or training session.

### 2. Parent Training

Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.



## **ATHLETIC TRAINING MODALITIES, MESSAGES, AND RUBDOWNS POLICY**

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### **A. Mandatory Components**

#### 1. Athletic training modality, massage, or rubdown

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

- a. Be observable and interruptible; and
- b. Have another Adult Participant physically present for the athletic training modality, massage, or rubdown; and
- c. Have documented consent as explained in subsection (2) below; and
- d. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
- e. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.

#### 2. Consent

- a. Providers of athletic training modalities, massages, and rubdowns or USA Karate or member club, when applicable, must obtain consent at least annually from Minor Athletes' parents/guardians before providing any athletic training modalities, massages, or rubdowns.
- b. Minor Athletes or their parents/guardians can withdraw consent at any time.

### **B. Recommended components**

#### 1. Parent Training

Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.

2. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.
3. When possible, techniques should be used to reduce physical touch of Minor Athletes.
4. Only licensed providers should administer a massage, rubdown, or athletic training modality.

5. Coaches, regardless of whether they are licensed massage therapists, should not massage Minor Athletes.

## **LOCKER ROOMS AND CHANGING AREAS POLICY**

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### **A. Mandatory Components**

#### **1. Observable and Interruptible**

Adult Participants must ensure that all one-on-one In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

- a. A Dual Relationship exists; or
- b. The Close-in-Age Exception applies; or
- c. A Minor Athlete needs a Personal Care Assistant and:
  - i. the Minor Athlete's parent/guardian has provided written consent to USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - ii. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - iii. the Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy.

#### **2. Conduct in Locker Rooms, Changing Areas, and Similar Spaces**

- a. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.
- b. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a Minor Athlete.
- c. Adult Participants must not shower with Minor Athletes unless:
  - i. The Adult Participant meets the Close-in-Age Exception; or
  - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- d. Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. USA Karate and member club and the Adult Participant(s) must abide by this request.

#### **3. Media and Championship Celebrations in Locker Rooms**

USA Karate or member club may permit recording or photography in locker rooms for the purpose of highlighting a sport or athletic accomplishment if:

- i. Parent/legal guardian consent has been obtained; and
- ii. USA Karate or member club approves the specific instance of recording or photography; and

- iii. Two or more Adult Participants are present; and
- iv. Everyone is fully clothed.

4. Personal Care Assistants

Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements in subsection (1)(c) above.

5. Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces

- a. USA Karate or member club must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially or fully under USA Karate or member club's jurisdiction.
- b. USA Karate or member club must monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under the USA Karate or member club's jurisdiction.

## ELECTRONIC COMMUNICATIONS<sup>4</sup> POLICY

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### A. Mandatory Components

#### 1. Open and Transparent

- a. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:
  - i. When a Dual Relationship exists; or
  - ii. When the Close-in-Age Exception applies; or
  - iii. If a Minor Athlete needs a Personal Care Assistant and:
    - (1) the Minor Athlete's parent/guardian has provided written consent to USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) the Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy.
- b. Open and Transparent means that the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
  - If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.
- c. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

#### 2. Team Communication

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

#### 3. Content

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in (1)(a) exists.

#### 4. Requests to discontinue

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<sup>4</sup> Electronic communications include, but are not limited to: phone calls, videoconferencing, video coaching, texting, and social media.

Parents/guardians may request in writing that USA Karate, Member Club or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. USA Karate or member club and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

## **B. Recommended components**

### 1. Hours

Electronic communications should generally be sent only between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete.

### 2. Social Media Connections

Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

## TRANSPORTATION POLICY

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### A. Mandatory Components

#### 1. Transportation

- a. An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel, except if:
  - i. A Dual Relationship exists; or
  - ii. The Close-in-Age Exception applies; or
  - iii. A Minor Athlete needs a Personal Care Assistant and:
    - (1) the Minor Athlete's parent/guardian has provided written consent to USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) the Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy; or
  - iv. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete's parent/guardian.
- b. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.
- c. An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.
- d. Written consent from a Minor Athlete's parent/guardian is required for all transportation sanctioned by USA Karate or member club at least annually.

### B. Recommended Components

#### 1. Shared or Carpool Travel Arrangement

USA Karate and member club encourages parents/guardians to pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

#### 2. Parent Training

Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to travel one-on-one with an Adult Participant.

## **LODGING POLICY**

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### **A. Mandatory Components**

#### **1. Hotel Rooms and Other Sleeping Arrangements**

- a. All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:
  - i. A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided USA Karate or member club with advance, written consent for the lodging arrangement;
  - ii. The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided USA Karate or member club with advance, written consent for the lodging arrangement; or
  - iii. The Minor Athlete needs a Personal Care Assistant, and:
    - (1) The Minor Athlete's parent/guardian has provided advance, written consent to USA Karate or member club for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement;
    - (2) The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    - (3) The Adult Participant Personal Care Assistant has complied with the USA-NKF Background Check Policy.
- b. Written consent from a Minor Athlete's parent/guardian must be obtained for all In-Program lodging at least annually.

#### **2. Monitoring or Room Checks During In-Program Travel**

If USA Karate, member club or team performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and at least two adults must be present for the room checks.

#### **3. Additional Requirements for Lodging Authorized or Funded by the Organization**

- a. Adult Participants traveling with USA Karate or member club must agree to and sign the USA Karate or member club lodging policy at least annually.
- b. Adult Participants that travel overnight with Minor Athlete(s) are assumed to have Authority over Minor Athlete(s) and thus must comply with the USA Karate's Education & Training Policy.

### **B. Recommended Components**

*USA National Karate-do Federation: Minor Athlete and Official Abuse Prevention Policies*



### Parent Training

Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for lodging arrangements under this policy.

## **PART IV – RECOMMENDED POLICIES FOR KEEPING YOUNG ATHLETES SAFE**

### **A. Out-of-Program Contact**

Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without legal/parent guardian consent, even if the out-of-program contact is not one-on-one.

### **B. Gifting**

1. Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).
2. Gifts that are equally distributed to all athletes and serve a motivational or education purpose are permitted.

### **C. Photography/Video**

1. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.
2. Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if the Adult Participant has not obtained the Parent/Guardian and Minor Athlete's consent.

## TERMINOLOGY

**Adult Participant:** Any adult (18 years of age or older) who is:

- a. A member or license holder of USA Karate or Member Club.
- b. An employee or board member of USA Karate or Member Club.
- c. Within the governance or disciplinary jurisdiction of USA Karate or Member Club.
- d. Authorized, approved, or appointed by USA Karate or Member Club to have regular contact with or authority over Minor Athletes.<sup>5</sup>

**Amateur Athlete:** An athlete who meets the eligibility standards established by the National Governing Body or Paralympic Sports Organization for the sport in which the athlete competes.

**Authority:** When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person. Also see the [Power Imbalance definition in the SafeSport Code](#). Adult Participants with authority include:

### USA Karate

- Board of Directors
- Staff (employee, contractor or volunteer)
- Interns
- Contractors with access to athletes
- Operational and Governance Committee Members
- Volunteer Event Staff
- Event and National Team Medical Staff and Trainers
- Coach members
- Official members
- Chaperones

### Member Clubs

- Club Owner
- Club Staff
- Club Board of Directors
- Club Coaches
- Club Instructors (Instructors, Assistants and Leaders)
- Club Event Officials

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<sup>5</sup> This may include volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, officials, adult athletes, staff, board members, and any other individual who meets the Adult Participant definition.

**Close-in-Age Exception:** An exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete *and* is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old). Note: this exception *only* applies within the prevention policies and *not* regarding conduct defined in the SafeSport Code.

**Dual Relationships:** An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete's parent/guardian has provided written consent at least annually authorizing the exception.

**In-Program Contact:** Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples of In-Program Contact include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

**Local Affiliated Organization (LAO):** A regional, state, or local club or organization that is directly affiliated with an NGB or that is affiliated with an NGB by its direct affiliation with a regional or state affiliate of said NGB. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB. Member clubs are considered LAOs to USA Karate.

**Minor Athlete:** An Amateur Athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of, an USA Karate, member clubs or USOPC.

**Partial or Full Jurisdiction:** Includes any sanctioned event (including all travel and lodging in connection with the event) by the USA Karate, member clubs or USOPC, or any facility that the USA Karate, member clubs or USOPC owns, leases, or rents for practice, training or competition.

**National Governing Body (NGB):** A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the U.S. Olympic & Paralympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C.

§§ 220501, et seq. This definition shall also apply to the USOPC, or other sports entity approved by the USOPC, when they have assumed responsibility for the management or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

**Adult Participant Personal Care Assistant:** An Adult Participant who assists an athlete requiring help with activities of daily living (ADL) and preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant PCAs must be authorized by the athlete's parent/guardian.

**Paralympic Sport Organization (PSO):** an amateur sports organization recognized and certified as an NGB by the USOPC.

**Regular Contact:** Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s). Adult Participants with regular contact include:

USA Karate

- Board of Directors
- Staff (employee, contractor or volunteer)
- 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
- Coach members
- Official members
- Chaperones
- Athletes over 18 years of age

Member Clubs

- Club Owner
- Club Staff
- Club Board of Directors
- Club Coaches
- Club Instructors (Instructors, Assistants and Leaders)
- Adult athletes who train with minor athletes

*USA National Karate-do Federation: Minor Athlete and Official Abuse Prevention Policies*

**U.S. Olympic & Paralympic Committee (USOPC):** A federally chartered nonprofit corporation that serves as the National Olympic Committee and National Paralympic Committee for the United States.