

USA Karate
GAMES STAFF SELECTION PROCEDURES
2023 Pan American Games
December 7, 2022

These procedures provide for selection of USA Karate’s **Games Staff** [see following table for a list of positions] for the 2023 Pan American Games. 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 the USA Karate.

1. List of specific Games Staff position(s) that the USA Karate is requesting:

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and NGB/PSO before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical Personnel (for example, ATC, Physio, Physician, Massage Therapist)	Provide appropriate medical care for the team.

2. USA Karate’s criteria for the above-listed Games Staff position(s) (attach a job description, if any):

All Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) prior to nomination.
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform the NGB/PSO and/or the USOPC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the specific role.
- 2.5. Be responsible for Team’s adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USA Karate’s approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.

- 2.10. Have thorough knowledge and understanding of the IF rules and regulations governing the sport as needed for the specific role.
- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member or contractor of USA Karate.
- 2.14. Be listed on USA Karate's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Team Leader must:

- 2.18. Have a comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedures.
- 2.19. Have an understanding of the applicable Qualification System and Technical Manual for the 2023 Pan American Games.
- 2.20. Have a proven ability to handle crisis management situations. Serve as the primary USA Karate contact for the Team's planning and participation in the Games, to include working with various USOPC divisions.
- 2.21. Attend all technical meetings at the Games.
- 2.22. Be available to the USOPC, USA Karate Athletes and Coaches and Staff in the months leading up to and through the conclusion of the Games.
- 2.23. If needed, arrive for Team Processing at least one day before the team. Must also 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.
- 2.24. If accreditation permits, live in the Athlete Village or wherever the team resides.
- 2.25. Be responsible for the Games wrap up and must complete post-Games submission of reports and accounting information to the USOPC.

In addition, Coach(es) must:

- 2.26. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.27. Have experience and proven ability coaching at international levels – coaches with previous experience coaching for USA Karate at Pan American Games, World Championships or the Olympic Games will be given higher consideration.
- 2.28. Have a proven ability to handle crisis management situations.
- 2.29. Have a comprehensive knowledge and understanding of USA Karate's Athlete Selection Procedures.
- 2.30. Have an understanding of the applicable Qualification and/or Technical Manual for the 2023 Pan American Games.
- 2.31. Have a current Coaching License with the World Karate Federation.

In addition, Medical Personnel must:

- 2.32. Meet the minimum criteria defined in the [USOPC Sports Medicine Provider Credentialing Policy](#).
 - 2.33. Possess the appropriate professional certifications.
 - 2.34. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).
 - 2.35. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
 - 2.36. Complete the mandatory Games training prior to the Games.
 - 2.37. Be approved for nomination through the USOPC's Sports Medicine Division.
 - 2.38. Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
 - 2.39. Be currently employed by Prisma Health.
 - 2.40. Must have experience working with the USOPC and an understanding of USA Karate Athletes; must be able to work effectively and positively with coaching staff and athletes.
3. Intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

USA Karate will not solicit applications for the Games Staff position(s) listed above as they will be filled by current USA Karate employees and/or contractors.

Team Leader:

USA Karate will not solicit applications for the Games Staff position. The Games Staff position will be filled by current employees and/or contractors that are experienced in traveling with USA Karate teams to Elite International Competitions and meet the criteria listed in Section 2.

Coach(es):

These positions are not publicized or posted. USA Karate identifies potential candidates from the pool of the National Coaching Staff. The National Coaching Staff will be asked to provide their interest in Coaching the 2023 Pan American Games by July 1, 2023.

Medical Personnel:

ATCs and Physicians will be selected by our medical partner, Prisma Health, with the recommendation of their leadership.

4. Removal of Games Staff:

An individual who is nominated to the above-listed Games Staff position(s) by USA Karate may be removed as a nominee for any of the following reasons, as determined by USA Karate.

- 4.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Karate Executive Director/CEO/President.
- 4.2 Injury or illness as certified by a physician (or medical staff) approved by the USA Karate. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA Karate, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3 Inability to perform the duties required.
- 4.4 Violation of the USA Karate's Code of Conduct (Attachment A).
- 4.5 No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Karate Code of Conduct, the USOPC's Games Forms apply. The USOPC's Games Forms are available as part of Games Registration prior to the respective Games.

5. Replacement of Games Staff:

In the event a Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in Section 2 above and be selected through the same process as outlined in Sections 3 and 4.

6. Group/committee that will make the final approval of the Games Staff position(s):

The USA Karate Selection Committee will make the final approval.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with the USA Karate's conflict of interest policy, to include completing and submitting a disclosure form for review by the USA Karate's Ethics Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USA Karate's Ethics Committee prior to the start of the selection process. The USA Karate's Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

Any recused individual shall be replaced in accordance with the USA Karate committee appointment process.

8. Date of Nomination:



Nominations of Games Staff, including the names of any replacements (if applicable), will be submitted to the USOPC on or before: August 11, 2023.

9. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by USA Karate in the following location(s):

9.1 Web site: www.usankf.org

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

Position	Print Name	Signature	Date
USA Karate Board Chair	Elisa Au		12/21/22
USOPC Athletes' Advisory Council Representative*	Brian Ramrup		12/21/22

* If the USOPC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the USA Karate, he/she may submit those reasons in writing to his/her Sport Performance Team.

* If, for some reason, a sport does not have an elected USOPC AAC Representative, USA Karate must designate an athlete from that sport to review and sign the Selection Procedures.

**USA National Karate-do Federation Code of Conduct
March 2022**

I. Introduction

The United States National Karate-do Federation (USA Karate) supports United States Karate and Para-Karate athletes in achieving sustained competitive excellence and to support and grow the sport of Karate in the United States while maintaining the well-being of our members. USA Karate accomplishes this mission through its commitment to:

- Honesty, integrity, and trustworthiness in all dealings.
- Respect for the rights, differences, and dignity of others.
- Accountability and transparency.
- Stewardship of the Olympic Movement.

The USA Karate has adopted this Code of Conduct to support these values and with the expectation that the people who work for, or on behalf of, USA Karate conduct themselves in a manner consistent with the USA Karate's mission and core values.

II. Applicability

This Code of Conduct applies to all employees, independent contractors, members, volunteers, board members, officers, committees and member organizations of USA Karate (applicable individuals).

III. Reporting Obligations

No code of conduct can address every situation, nor can it take the place of good judgment and/or integrity. USA Karate maintains an "open door" for anyone who has questions or concerns. USA Karate will support all efforts to comply with this Code of Conduct. If you need advice or assistance concerning the application of any aspect of these standards, consult your supervisor or manager, the Chief Executive Officer (CEO), the Ethics Officer, the Ethics Committee, or the Judicial Committee. You are expected to seek advice and clarification promptly when you are uncertain about proper actions or practices.

You should be alert and sensitive to situations that could result in unethical, illegal or improper actions. You have an obligation to report potential or actual violations of this Code of Conduct to your supervisor or manager, the CEO, the Ethics Officer, the Ethics Committee, the Judicial Committee or any other designated reporting authority identified by USA Karate.

USA Karate will provide an Ethics Hotline and Website for reporting Ethics violations, run by an independent service, to provide confidential reporting. These services will support the ability to accept anonymous reports. The Ethics Officer will monitor and address any reports they receive.

The USA Karate Ethics Hotline number is 1-844-598-1865

The USA Karate Ethics Website is www.USAKarateEthics.com

Under no circumstances will an individual be subject to any disciplinary or retaliatory action for filing, in good faith, a report of a violation or potential violation of the Code of Conduct. However, filing known false or malicious reports will not be tolerated, and anyone filing such reports will be subject to appropriate disciplinary action. This policy is covered under the [USA National Karate-do Federation Whistleblower Protection Policy](#).

IV. Response and Resolution

Suspected violations reported to USA Karate will follow the [USANKF Complaint and Hearing Procedures](#). When an investigation is required a 3rd party independent investigator is used to obtain the facts related to the complaint. The Ethics Officer reviews the results of the investigation and works with the Ethics Committee to determine a hearing panel. The hearing panel will be free of conflicts of interest made up of disinterested parties including athlete representation. The respondent can request that a formal hearing be held. The hearing panel will adjudicate the complaint. Should the respondent disagree with the decision of the hearing panel they have the right to appeal the decision to the Judicial Committee.

V. Legal Compliance

USA Karate requires that all applicable individuals follow the Code of Conduct and abide by all applicable USA Karate policies and procedures; United States Olympic and Paralympic Committee (USOPC) policies and procedures; Olympic Movement Code on the Prevention of the Manipulation of Competitions; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sports Act, codified at 36 U.S.C. §§ 22501 – 22529; and foreign law as applicable. If members or employees encounter a conflict of law, such as a conflict between United States and foreign law, or have any questions about the legality of any action, contact the Ethics Committee for further information and guidance.

VI. Commitment to Integrity

USA Karate is committed to honesty and integrity as the cornerstone of its activities. In turn, USA Karate expects applicable individuals to conduct themselves in an ethical and legal manner as a representative of USA Karate. This requires that applicable individuals:

- Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type, including, without limitation on the basis of race, color, religion, gender, gender identity, sexual orientation, age, national origin or otherwise.
- Know, understand and comply with all applicable laws, regulations and codes of conduct that apply to the business of USA Karate.
- Abide by all rules, regulations and policies established by USA Karate, USOPC, International Olympic Committee (IOC), World Karate Federation (WKF), Pan-American Karate Federation (PKF), US Anti-doping Agency (USADA) and World Anti-doping Agency (WADA).