

USA KARATE
POLICIES AND PROCEDURES FOR USA KARATE COMMITTEES



Member
United States Olympic Paralympic Committee

Effective September 8, 2023

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 THE USANKF

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

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

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-NKF 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 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 or until the committee member's earlier resignation, removal, incapacity, disability, or death.

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 the 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-month (12) period. If the committee member misses more than one-half of the committee meetings in any twelve-month period, the Committee chair shall inform the Board of Directors, who shall call for a recall at which the group who has the authority to elect or appoint such member may remove the member.

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-NKF's website. Procedures must include, in addition to those in these policies and procedures:

- A 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.
- Compensation that committee members
- 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 1st 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 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 National Karate-do Federation. The Mission of the USA National Karate-do Federation shall be to enable United States athletes to achieve sustained competitive excellence and to promote and grow the sport of Karate in the United States.

AUTHORITY

This committee derives its authority from the Bylaws of the USA-NKF, where it is a standing committee and, by extension, the USOPC. As such, this committee strives to comply with the USOPC standards and expectations in addition to the standards and expectations of the USA-NKF.

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 held by athletes 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. The USA-NKF Athlete Advisory Committee will select athlete representation on a committee.

Other committees or task forces may 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-NKF 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 USANKF members. In the event the committee chair, with the consent of a majority of the committee members in attendance, deems it appropriate: (i) to exclude members at an open meeting for any reason, then the chair may declare that the meeting is closed or (ii) to convene an executive session to consider and discuss matters relating to personnel, nominations, discipline, budget, salary, litigation or other sensitive matter, then the chair may specifically designate and call an executive session. Further, the chair may open a committee or task force meeting to non-USA-NKF members, with the consent of a majority of the committee members or task force.

MINUTES OF MEETINGS

Each committee and task force shall take minutes of 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 but any motions in closed or executive session shall be recorded, as well as the outcome of the vote. Meeting minutes shall be submitted to the Secretary within 30 days of the meeting to be included in the corporate record.

PAID STAFF AND USANKF BOARD MEMBERS AT MEETINGS

Paid Staff and the Board of Directors may attend and speak at meetings but have no vote unless a 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 at the time the meeting is announced and shall follow the below outline. The public may only speak during the public comment time on the agenda or unless asked for by a committee member. The general order of meetings:

- 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 Chair, Secretary, Treasurer, 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

A committee other than the referee committee may select one of its members to act as the secretary of the 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 corporate secretary of the USA-NKF.

COMMITTEE CHAIRPERSON

The 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 own opinion first
- Sum up the discussion before a decision
- 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 USANKF 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-NKF'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-NKF in any other capacity, provided the Board of Directors gives explicit approval in accordance with Colorado law.

COMMITTEE CHAIRS

- If there is a specific function for the Chair to be present at a USA-NKF event, hotel accommodations for every night of competition at USA-NKF events, plus one night prior if attendance is required.
- If there is a specific function for the Chair to be present at a USA-NKF event, airfare/transportation reimbursement for economy fares, not to exceed \$600.
- USA-NKF email address
- Reimbursements for required training and background checks as approved for committee chairs
- Any additional reimbursements must have prior approval by the CEO

COMMITTEE MEMBERS

- If there is a specific function for the members to be present at a USA-NKF event, hotel accommodations for every night of competition at USA-NKF Signature Events, plus one night prior if attendance is required for that event, based on double occupancy.
- USA-NKF email address
- Reimbursements for required training and background checks as approved by USA-NKF.
- Any additional cost reimbursements must have prior approval by the CEO

COMMITTEES AND RESPONSIBILITIES

AUDIT COMMITTEE

COMMITTEE SIZE

Minimum one current Board member

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-NKF, 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 such other duties as assigned by the Board of Directors.

COACHES COMMITTEE

COMMITTEE SIZE

3-6 members total, 20% minimum athlete representation

CRITERIA FOR SELECTION

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

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 the Board of Directors or Chief Executive Officer assigns.

ETHICS COMMITTEE

COMMITTEE SIZE

Three members total, 33% athlete representation

- 2 Independents
- 1 Athlete Representative

CRITERIA FOR SELECTION

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

ROLES AND RESPONSIBILITIES

- Develop and review the USA-NKF 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.
- 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 conflict 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, officers, committee and task force members, volunteers, staff, and USA-NKF members.
- Perform other duties as the Chair of the Board of Directors, Board of Directors, or Chief Executive Officer assigns.

JUDICIAL COMMITTEE

COMMITTEE SIZE

3-6 members total, 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-NKF;
- Identify individuals who would be fair and 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 such other duties as assigned by the Board of Directors.

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

COMMITTEE SIZE

3-6 members total, 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.
- Implement plans to increase and encourage the participation of underrepresented groups in USA-NKF.
- Implement plans to support underrepresented groups in referee and coach participation.
- Lead the Guardian Girls Karate USA project on behalf of USA-NKF.

- Perform other duties as the Board of Directors or Chief Executive Officer assigns.

MEDICAL COMMITTEE

COMMITTEE SIZE

3-6 members total, 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 an additional consideration

ROLES AND RESPONSIBILITIES

- As 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.
- As 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 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 (a) the prevention and care of athletic injuries; (b) available medications, supplies, equipment, immunizations, and other preventive health requirements; (c) proper nutrition and the use of supplements; and (d) the prevention of drug abuse in sports; and
- Perform other duties as the Board of Directors or Chief Executive Officer assigns.

NOMINATING & GOVERNANCE COMMITTEE

COMMITTEE SIZE

Three members total, 33% athlete representation

- one former or outgoing Board member
- 1 Independent
- 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 as the Board of Directors requested.
- In cooperation with the Athletes' Advisory Committee, we will 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 members total, 33% minimum athlete representation

CRITERIA FOR SELECTION

- Experience in working with athletes with disability advocacy

ROLES AND RESPONSIBILITIES

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

REFEREE COMMITTEE

COMMITTEE SIZE

5-7 voting members total, 33% minimum athlete representation

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

OVERALL REFEREE COMMITTEE 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 USANKF 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 1st of the succeeding year.

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 USANKF. The chair shall be a non-voting member of the Referee committee.

SECRETARY CRITERIA

- Strong communication skills
- 2-year term, limit of 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 USANKF as needed for the smooth operations of the USANKF.
- Maintain a list of all referees and candidates, including a priority list for any WKF license exam publishing this listing on the USANKF website.

EDUCATION MEMBER CRITERIA

- Current or former PKF/WKF official preferred
- two-year term, with a limit of 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
- 2-year term, limit of 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.
- To gather and create materials and evaluation forms for the licensing exams.
- To ensure adherence to licensing procedures for each license level.

OPERATIONS MEMBER CRITERIA

- Current or former PKF/WKF official preferred
- 2-year term, limit of 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.
 - This 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
- 2-year term, limit of 8 years
- May need to be athlete rep depending on committee makeup.
- May not serve on any other committee (except ATHLETE ADVISORY COUNCIL).

ATHLETE REPRESENTATIVE

- Current or former PKF/WKF official preferred
- 2-year term, limit of 8 years
- Appointed by ATHLETE ADVISORY COUNCIL, approved by the Board of Directors
- May not serve on any other committee (except ATHLETE ADVISORY COUNCIL)

SELECTION COMMITTEE

COMMITTEE SIZE

3-6 members total, 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 rep is highly recommended

ROLES AND RESPONSIBILITIES

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

TECHNICAL COMMITTEE

COMMITTEE SIZE

3-6 members total, 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-NKF.
- 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.
- To perform other duties as the Board of Directors or Chief Executive Officer assign.