

# SHINTANI WADO KAI KARATE FEDERATION

## SAFE KARATE POLICY SUITE INTRODUCTION

### OBJECTIVES

1. **Code of Conduct and Ethics:** Our code provides clear guidelines for ethical behavior, promoting a culture of trust, fairness, and accountability among our members and stakeholders. We strive to create a safe and positive environment for everyone.
2. **Discipline and Complaints:** Everyone involved in the SWKKF is expected to follow the rules and regulations established by the SWKKF. We have established mechanisms for reporting and resolving harassment incidents promptly and fairly.

### PRINCIPLES - SWKKF Policies

These policies represent SWKKF's firm dedication to upholding high standards of ethics, professionalism, and respect within our organization. They have evolved over time, adapting, and improving with input from our leadership, members, and years of experience.

Approval for these policies has been granted by the respected members of the Shintani Wado Kai Karate Federation Senate, signifying our joint commitment to implement and enforce them.

These policies act as SWKKF's guide, directing our actions and reinforcing our dedication to our members, organization, and the communities we serve.

The Standard of Reasonableness is to apply.

### APPLICABILITY

These policies cover everyone associated with the Shintani Wado Kai Karate Federation.

They apply to situations within the Shintani Wado Kai Karate Federation, such as business operations, activities, and events (e.g., tournaments, gradings, workshops, practices, tryouts, travel related to Federation activities, office environment, and meetings).

Additionally, these policies extend to an individual's behavior outside Federation activities if it negatively impacts relationships within the Shintani Wado Kai Karate Federation and harms its image and reputation. The determination of such applicability rests with the Shintani Wado Kai Karate Federation at its discretion.

### DEFINITIONS

#### Individuals:

- Refers to anyone associated with The Shintani Wado Kai Karate Federation, including participants, karateka, instructors, officials, volunteers, parents, guardians, and spectators. This also encompasses committee and Senate members.

**Person in Authority:**

- Describes an Individual holding a position of authority within the Federation, such as black belts, coaches, instructors, and committee and Senate members.

**Abuse:**

- Involves any act that can reasonably be expected to cause harm.

**Discrimination:**

- Involves differential and/or unfair treatment based on prohibited grounds, like race, citizenship, age, or disability.
- Discrimination can be any action, behavior or decision that results in the unfair or negative treatment of a person or group related to one, or any combination, of the prohibited grounds.
- Discrimination can be out in the open (direct) and is often based on negative attitudes and biases.
- Discrimination can also be hidden (indirect), i.e. a rule or policy that does not cause a problem for most people has an unfair effect on a person or group that is related to their personal traits.

**Harassment:**

- Any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offense, humiliation or other physical or psychological injury or illness to a person, including any prescribed action, conduct or comment.

**Power Imbalance:**

- Presumed when one person has authority or control over another, or holds a position affecting the physical or psychological well-being of another.
  - Once a coach-athlete relationship is established, a Power Imbalance exists.
  - If the coach-athlete relationship starts with a Minor, the Power Imbalance is presumed until the athlete reaches 25 years.
  - Power Imbalance may exist in certain adult relationships but is not presumed.
  - Presumed in authority-based or dependency relationships, but this presumption can be rebutted.
  - Applies to peer-to-peer relationships, including teammate-teammate or coach-coach.

**Maltreatment**

- The act of treating someone cruelly or violently that results in harm or has the potential for physical or psychological harm.
- The four main types are physical abuse, sexual abuse, emotional (psychological abuse) and neglect.

### **Violence:**

- Encompasses the unreasonable use or threat of physical force causing injury, including verbal or written threats, physically threatening behavior, wielding a weapon, sexual violence, or any attempt at such conduct outside of the norms of karate.

### **Cyberbullying:**

- Cyberbullying involves willful and repeated harm through computers, cell phones, and electronic devices. This behavior may manifest in various forms and severity levels:
  - **Teasing / Belittling / Name-Calling:** Engaging in actions that ridicule, belittle, or use derogatory language.
  - **Rumor-Spreading:** Disseminating unverified information to harm an individual's reputation.
  - **"Flaming" or "Bashing":** Verbally attacking an individual with hostile language, such as insults, bigotry, or other denigrating expressions.
  - **Online Harassment:** Repeatedly sending offensive messages to an individual.
  - **Cyberstalking:** Engaging in online harassment that includes intimidation and/or threats of harm.
  - **"Cyber-Smearing":** Creating, posting, and/or distributing sensitive, private, or embarrassing information or images, including doctored images.
  - **Impersonation or "Catfishing":** Pretending to be someone else or creating a false identity to deceive another individual.
  - **Rating Aspects:** Evaluating and rating aspects of an individual, such as appearance or character, on a rating site.
  - **Derogatory Websites:** Creating websites that mock, torment, and harass the intended victim.

### **Rule of Two:**

- All interactions and communications with participants are in open, observable, and justifiable settings, and two responsible adults — whether an instructor, parent, staff or screened volunteer — are present. There may be exceptions in emergency situations.

### **Sexting**

- Sexting refers to the act of requesting, publishing, distributing, transmitting, selling, or making available an intimate image of another person through technological means.

### **Sexual Harassment**

- Sexual harassment is defined as unwelcome or unwanted conduct (verbal, visual, or physical) based on sex, sexual orientation, gender identity, or gender expression. This includes making sexual solicitations or advances where the person making the solicitation or advance is in a

position to confer, grant, or deny a benefit or advancement, and knows or ought reasonably to know that the solicitation or advance is unwelcome or inappropriate.

#### **Vulnerable Individuals**

- Vulnerable individuals include children/youth (minors) and vulnerable adults—those who, due to age, disability, or other circumstances, are in a position of dependence on others or are at greater risk of harm from people in positions of trust or authority compared to the general population.

## **CODE OF CONDUCT AND ETHICS**

### **OBJECTIVES**

The Code of Conduct provides straightforward rules for ethical behavior, promoting trust, fairness, and accountability among our members and stakeholders.

- We aim to create a safe and positive environment in Shintani Wado Kai Karate Federation's clubs, programs, activities, and events. This involves maintaining appropriate behavior always aligned with the Federation's core values.
- Our commitment extends to supporting equal opportunity, prohibiting discrimination, and ensuring an environment where everyone is treated with respect and fairness.

### **CODE OF CONDUCT**

- All members of the Shintani Wado Kai Karate Federation must follow their country's laws.
- Members are expected to adhere to the laws, rules, regulations, by-laws, and standards set by the Shintani Wado Kai Karate Federation.
- Discrimination based on race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap, or receipt of public assistance is strictly prohibited.
- Any form of dishonesty will not be tolerated.
- Members are required to behave respectfully while in the dojo.
- Taking undue financial advantage of students, peers, or the Federation is not allowed.
- Unethical or immoral means or procedures for personal gain are strictly forbidden.
- Members are prohibited from engaging in behavior that discredits, dishonors, or tarnishes the reputation of the Shintani Wado Kai Karate Federation.

## **PROHIBITED BEHAVIOURS**

**A.** Prohibited Behaviors includes, but is not limited to:

1. Physical Maltreatment
2. Psychological Maltreatment
3. Neglect
4. Sexual Maltreatment
5. Grooming
6. Discrimination
7. Failing to Report
8. Aiding and Abetting
9. Retaliation
10. Interference with or Manipulation of Process
11. False Reports

Instructors, clubs, and their members who break this Code could face consequences under the Shintani Wado Kai Karate Federation's Discipline and Complaints Policy.

If someone violates this Code during a competition, they may be removed from the competition or the playing area. The competition official can pause the event until the person follows the removal, and the individual might also face extra discipline related to the competition.

## **RESPONSIBILITIES**

**A. All individuals must:**

- a. Uphold the dignity and self-esteem of Shintani Wado Kai Karate Federation members and others by:
  - 1) Treating everyone fairly, honestly, with respect, and integrity.
  - 2) Providing comments or criticism thoughtfully.
  - 3) Behaving respectfully in the dojo.
  - 4) Consistently embodying the spirit of Hanshi Shintani, sportsmanship, sport leadership, and ethical conduct.
  - 5) Acting, when necessary, to correct or prevent practices that are unfairly discriminatory.

- 6) Ensuring adherence to the rules and policies of the SWKKF.
- b. Refrain from using power or authority to coerce others into inappropriate activities.
- c. Minors to abstain from alcohol and tobacco at any tournament, workshop, training, or event.
- d. Avoid cannabis use during any Shintani Wado Kai Karate Federation events or activities (unless for a medically related purpose).
- e. Act responsibly with alcohol consumption in social situations related to Shintani Wado Kai Karate Federation events where minors are present.
- f. Respect others' property and refrain from causing deliberate damage.
- g. Promote karate in a constructive and positive manner.
- h. Adhere to all applicable federal, provincial/territorial, municipal, and host country laws.
- i. Avoid deliberate actions intended to manipulate the outcome of para-classification, competition, and refrain from offering or receiving any benefits for such purposes.
- j. Always comply with Shintani Wado Kai Karate Federation bylaws, policies, procedures, and rules, and those of other sports organizations if participating in event sponsored by that organization.
- k. Report any ongoing criminal investigations, convictions, or existing bail conditions involving an individual to the Shintani Wado Kai Karate Federation, especially those related to violence, child pornography, or illegal substance use or sale.

**B. Senate Members, Committee Members, Contractors, or Volunteer Staff with the Shintani Wado Kai Karate Federation have added responsibilities to:**

- a. Put your role with the Shintani Wado Kai Karate Federation first, ahead of your membership in a club/dojo.
- b. Act with honesty and integrity, following the standards set by the Shintani Wado Kai Karate Federation in its business and keeping individual information confidential.
- c. Handle financial matters responsibly and transparently, considering all fiduciary responsibilities.
- d. Behave transparently, professionally, lawfully, and in good faith, always prioritizing the best interests of the Shintani Wado Kai Karate Federation.
- e. Follow the Screening Policy (in development), understanding ongoing expectations and fully cooperating in the screening process.
- f. Make decisions on behalf of the Shintani Wado Kai Karate Federation independently, impartially, and without being influenced by self-interest, outside pressure, the expectation of reward, or fear of criticism.

- g. Perform your duties with the level of care, diligence, and skill required by applicable laws.
- h. Keep organizational information confidential as required.
- i. Dedicate time to attend meetings and actively participate by being diligent in preparation.
- j. Possess a comprehensive knowledge and understanding of all Shintani Wado Kai Karate Federation governance documents.
- k. Adhere to the bylaws and policies approved by the Shintani Wado Kai Karate Federation.

**C. Instructors and coaches have added responsibilities to:**

- a. Recognize the privileged nature of the instructor-karateka relationship, crucial for personal, sport/karate, and athletic development.
- b. Avoid any behavior exploiting the inherent power imbalance in the position of instructors/coaches.
- c. Ensure a safe environment by choosing age-appropriate activities and controls based on karatekas' experience, ability, and fitness level.
- d. Systematically and progressively prepare karateka, monitoring physical and psychological adjustments, avoiding harmful training methods.
- e. Safeguard the health of students/karateka.
- f. Support the instructor/coach of training camps or national teams if a karateka qualifies.
- g. Embrace and encourage personal goals, referring students/karateka to other specialists as needed (e.g., Shindo, Competitive, Bunkai).
- h. Provide necessary information to students/karateka (and parents/guardians of minors) for involvement in decisions affecting them.
- i. Act in the best interest of holistic student/karateka development.
- j. Comply with the Shintani Wado Kai Karate Federation Screening Policy (in development), if applicable.
- k. Under no circumstances endorse the use of drugs (except prescribed medications), prohibited substances, prohibited methods, or, use of alcohol, cannabis, and/or tobacco for minors.
- l. Respect competitor students/karateka, instructors, and head instructors of other clubs.
- m. Recognize and promote participants' rights in karate by:
  - 1) Establishing procedures for confidentiality, informed participation, and fair treatment.
  - 2) Special responsibility to protect the rights of vulnerable or dependent participants.

- n. Use appropriate language.
- o. Wherever possible an instructor should have another coach, parent or adult volunteer present when interacting with participants, following the Rule of Two.

**D. Students/karateka have added responsibilities to:**

- a. Promptly report any medical issues that may affect travel, practice, or competition.
- b. Attend and be punctual and prepared for all practices, clinics, workshops, tournaments, gradings, and events.
- c. Wear the appropriate belt rank and participate only in eligible competitions based on age and classification.
- d. Adhere to the Shintani Wado Kai Karate Federation's rules on clothing, professionalism, and equipment.
- e. Behave sportsmanlike, avoiding foul language, or offensive gestures towards others.
- f. Adhere to Shintani Wado Kai Karate Federation policies, as well as additional rules set by instructors, coaches, or volunteer staff when applicable.

**E. Officials have added responsibilities to:**

- a. Keep their knowledge of the rules and any rule changes up to date.
- b. Always follow the rules of the Shintani Wado Kai Karate Federation and any other relevant sports organization with authority.
- c. Prioritize the safety and well-being of competitors and the fairness of the competition.
- d. Strive to create a fair sporting environment and never engage in maltreatment or prohibited behavior toward anyone.
- e. Work within the boundaries of their position's description while supporting the work of other officials and tournament organizers.
- f. Take responsibility for actions and decisions made while officiating.
- g. Respect the rights, dignity, and worth of all individuals.
- h. Avoid publicly criticizing other officials, individuals, or any club/dojo or association.
- i. Act openly, impartially, professionally, lawfully, and in good faith.
- j. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.



- k. Respect the confidentiality required for sensitive issues, which may include injuries, forfeits, discipline processes, appeals, and specific information or data about individuals.
- l. Comply with the Shintani Wado Kai Karate Federation Screening Policy, if applicable.
- m. Honor all volunteer assignments unless unable to do so due to illness or a personal emergency, and in these cases, inform the event coordinator as early as possible.
- n. When writing reports, present the facts to the best of their knowledge and recollection.
- o. Dress appropriately for officiating.

**F. Parents/Guardians and Spectators at events should:**

- a. Encourage karateka to participate and compete within the rules, promoting conflict resolution without hostility or violence.
- b. Avoid ridiculing students/karateka for mistakes during competition or practice.
- c. Provide positive comments that motivate and encourage ongoing effort.
- d. Respect officials' decisions and encourage students/karateka to do the same.
- e. Support efforts to prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- f. Respect and appreciate all competitors, instructors, officials, and volunteers.
- g. Refrain from harassing competitors, coaches, instructors, officials, parents/guardians, or other spectators.

**G. Shintani Wado Kai Karate Federation clubs/dojos and members will:**

- a. Follow Shintani Wado Kai Karate Federation rules, amending their own as needed to align with the Federation.
- b. Ensure websites, blogs, and social media reflect the Federation's mission, vision, and values.
- c. Register and maintain good standing for students/karateka and instructors in Federation events.
- d. Pay all required dues and fees on time.

- e. Screen prospective instructors and volunteers to ensure a healthy and safe karate environment.
- f. Promptly and thoroughly investigate any possible or actual misconduct.
- g. Impose appropriate disciplinary or corrective measures for substantiated misconduct.
- h. Immediately inform the Federation of any media-publicized complaints.
- i. Implement disciplinary actions in line with the Federation's Discipline and Complaints Policy.
- j. Provide the Federation with copies of decisions related to complaints and appeals.

**Members of SWKKF can help create a respectful sport environment by:**

- listening and allowing others to speak
- being supportive, cooperative and inclusive
- expressing differences of opinion constructively and professional
- respecting professional boundaries

**RETALIATION, RETRIBUTION, OR REPRISAL**

- a. It goes against this Code of Conduct and Ethics for anyone to commit any act that intimidates or tries to scare another person with the aim of preventing that person from making a legitimate complaint about any policy.
- b. It is also against this Code of Conduct and Ethics for anyone to make a complaint with the purpose of getting back at, seeking revenge on, or retaliating against another person.
- c. Individuals who violate this section will be responsible for the costs associated with the disciplinary process needed to confirm such a violation.

**PRIVACY**

The gathering, use, and sharing of any personal information related to the Code of Conduct and Ethics Policy are covered by the Privacy Policy.