

ARCHERY GUYANA

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ARCHERY GUYANA : COACHES COMMITTEE POLICY

(Hereinafter referred to as the “Coaches’ Committee Policy”)

1. Purpose: The Coaches Committee (“the Committee”) is established by Archery Guyana to oversee the development, accreditation, performance and governance of coaches at all levels in the sport of archery in Guyana. The Committee’s purpose is to ensure that coaching standards, pathways and practices are consistent with international best-practice and Archery Guyana's official Coaching Manual, and that coaches contribute positively to athlete development, safeguarding, and the values of integrity, fairness and excellence.

2. Guiding Principles: The Committee’s work shall be guided by the following principles:

Excellence: Coaches shall strive for technical, tactical and developmental excellence, aligned with the standards set out in the Coaching Manual recently launched by Archery Guyana.

Athlete-centred development: Coaching shall prioritise the welfare, progression and empowerment of archers of all ages, abilities and backgrounds.

Integrity and ethics: Coaches shall adhere to ethical standards, safeguarding, anti-doping, fairness, and respect for all participants.

Continuous learning: The Committee shall promote ongoing professional development, certification and performance review of coaches.

Transparency and accountability: The Committee shall operate openly, with clear criteria for appointment, evaluation and reporting.

3. Committee Structure

3.1 The Committee shall consist of at least five (5) members, including: a Chairperson, a Deputy Chairperson, and a minimum of three other members representing coaches, athlete development, and club/grassroots programmes.

3.2 Committee members shall serve for a fixed term of one year, with eligibility for re-appointment as per Federation by-laws.

3.3 The Committee shall report to the Executive Committee of Archery Guyana.

3.4 A quorum (majority of members) must be present for any official Committee meeting.

3.5 The Committee may form sub-committees or working groups (e.g., Coach Accreditation, Coach Education, Performance Review) as needed.

4. Roles & Responsibilities

4.1 Chairperson

Convene and lead meetings of the Committee.

Liaise with the Executive Committee of Archery Guyana and other relevant committees (e.g., Judges, Safeguarding, Development).

Ensure the Committee fulfils its work plan and submits required reports.

4.2 Deputy Chairperson

Support the Chairperson, act in their absence.

Oversee specific Sub-Committee(s) as delegated.

4.3 Committee Members

Attend Committee meetings and contribute actively.

Serve on sub-committees or working groups as required.

Monitor, evaluate and advise on coaching policy, pathways and education.

4.4 Key Functions of the Committee

Develop, maintain and review the Coach Development Pathway for Archery Guyana, including instructor, club coach, national coach levels (refer to National Development Plan).

Establish accreditation criteria, certification requirements and recertification processes for coaches.

Coordinate with the national coaching manual and education resources released by Archery Guyana.

Oversee continuing professional development (CPD) programmes, workshops, seminars and updates in coaching methods.

Monitor and evaluate coach performance, athlete outcomes and compliance with ethical, safeguarding and technical standards.

Recommend appointment or removal of coaches to/from national programmes in consultation with the Executive Committee and Athlete/Team leadership.

Collaborate with other committees (e.g., development, inclusion, judges) to ensure alignment of coaching with broader federation goals.

Provide annual report to the Executive Committee summarising coaching standards, accreditation, CPD and areas for improvement.

5. Accreditation & Development Pathway

5.1 The Committee shall define distinct levels of coach accreditation appropriate for the archery context in Guyana (for example: Head Coach, Instructor/Introductory Coach, Club Coach, National Coach, Assistant National Coach).

5.2 Requirements may include: minimum age, membership in Archery Guyana in good standing, completion of approved coaching course, demonstration of technical competence, supervised coaching practice, safeguarding/ethics training, commitment to CPD.

5.3 Accreditation shall be renewed on a regular basis (e.g., every 2–3 years) provided coaches meet activity, CPD and performance criteria.

5.4 The Committee shall publish a Coach Handbook or guide that details the roles of coaches at each level, expected competencies, responsibilities, and progression routes.

5.5 Coaches who are inactive for a specified time or fail to maintain CPD may be required to undertake refresher training or have their accreditation downgraded.

6. Appointment of Coaches to Programmes & Teams

6.1 The Committee shall recommend coaches for appointment to national training squads, competition teams or regional development programmes, based on accreditation level, recent performance, athlete feedback and program needs.

6.2 Selection criteria must be transparent and published.

6.3 Coaches appointed to national or international events must commit to the Federation's Code of Conduct, anti-doping rules, safeguarding policy, and event-specific responsibilities.

6.4 Post-event, the Committee shall review coach performance (via athlete results, feedback, behaviour, adherence to protocols) and incorporate lessons for future selection.

7. Performance Review & Discipline

7.1 The Committee shall monitor coaching standards and evaluate coaches against criteria such as: technical knowledge, athlete development outcomes, professionalism, ethics, communication and teamwork.

7.2 If a coach is found to breach ethical standards, safeguarding obligations or fails to maintain satisfactory performance, the Committee may recommend actions: verbal warning, suspension, downgrading of accreditation or removal from coaching register.

7.3 Coaches subject to such actions shall have right to respond, and any decision shall be documented and presented to the Executive Committee for ratification.

8. Meetings & Administration

8.1 The Committee shall meet at least twice per year, with additional meetings as required (including remote/virtual meetings).

8.2 Minutes shall be recorded for all meetings, circulated to members and lodged with the Executive Committee.

8.3 The Committee shall prepare an annual work plan (including coach education calendar, accreditation reviews, CPD schedule) and budget for submission to Archery Guyana's Executive.

8.4 The Committee shall maintain accurate records/registers of accredited coaches, CPD activities, performance reviews and disciplinary actions.

8.5 The Committee shall manage conflicts of interest (e.g., when a Committee member is also candidate coach) and ensure transparency in decisions.

9. Relationship with Other Bodies

9.1 The Committee shall coordinate with:

Archery Guyana's Executive and other committees (Judges, Inclusion & Equity, Development) to ensure alignment of strategy and policy and aim to stay current with best-practice and coach education standards.

9.2 The Committee shall advise the Executive on coaching policy updates, resource needs and international accreditation implications.

10. It was found that time and energy is spent certifying Level 1 Coaches, many of whom do not continue to coach. To move forward in certification. every Coach aiming to be eligible for selection to secure higher certification and must be able to give back to the Federation and to the sport of Archery in Guyana and sign a commitment agreement as follows:

REPUBLIC OF GUYANA

COUNTY OF DEMERARA

ARCHERY COACH COMMITMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of December, 2025, at Georgetown, in the County of Demerara, Guyana, between **ARCHERY**

GUYANA INC. (hereinafter referred to as the ‘National Federation’) of Lot 217 South Street, Lacytown, Georgetown, Guyana of the one part and **COACH X** of Lot XX Diagon Alley, East Bank Demerara, (hereinafter referred to as “the Coach”) of the other part.

WHEREAS, the Federation is committed to promoting excellence in archery coaching through a structured and effective programme;

AND WHEREAS, the Coach will be successfully attaining Level 2 certification and is willing to commit to coaching hours for the benefit of the Federation;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

In consideration of the mutual promises and agreements contained herein, the parties agree as follows:

1. **Commitment to Coaching Hours:** The Coach agrees to commit to a minimum of forty eight (48) hours of sanctioned service to the Federation. This commitment equates to four (4) hours per month over a two-year period, totaling forty-eight (48) hours annually.

2. **Sanctioned Training Sessions:** The coaching hours must be conducted during sessions sanctioned by the Federation. These sessions will be officially assigned to the Coach by the Federation.

3. **Reporting Requirements:** The Coach agrees to submit quarterly reports to the Federation, detailing the progress and outcomes of each sanctioned coaching session. These reports must be submitted no later than ten (10) days following the end of each quarter.

4. **Code of Conduct, Ethics, Constitution, Rules, and Regulations:** The Coach agrees to abide by the Federation’s code of conduct and ethics, constitution, rules, and regulations at all times during coaching activities. Any breach of this code may result in disciplinary action by the Federation, which may include the revocation of the Coach’s certification or coaching status.

5. **Effective Date and Duration:** This Agreement shall commence on the date of the Coach’s certification at Level 2 and shall remain in effect for a period of two (2) years, during which time the Coach is required to fulfill the coaching hour commitments as outlined in this Agreement.

6. **Termination:** The Federation reserves the right to terminate this Agreement in the event the Coach fails to meet the required coaching hours, violates any of the terms set forth in this Agreement, or breaches the code of conduct, ethics, constitution, rules, or regulations of the Federation.

7. **Governing Law:** This Agreement shall be governed by and construed in accordance with the Laws of Guyana.

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by both parties.- 3 -

IN WITNESS WHEREOF the party hereto have hereunder set her hand the day and year first above written in the presence of the subscribing witnesses.

.....

COACH X

Witnesses

1.

Signature

Full name:

2.

Signature

Full Name:

.....

**FOR & ON BEHALF OF
ARCHERY GUYANA INC.**

11. Review of Policy: This policy shall be reviewed annually (or earlier if required by changes in rules, Federation governance or international requirements). Any amendments must be submitted to the Federation's Executive Committee for approval.

Policy Review Version: Dated this 4th day of December, 2025