

ARCHERY GUYANA

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**ARCHERY GUYANA : COMPETITIONS COMMITTEE POLICY**

(Hereinafter referred to as the “Competitions Committee Policy”)

1. Purpose: The Competitions Committee of Archery Guyana is established to oversee, plan, and coordinate all national and sanctioned competitions conducted under the authority of Archery Guyana. Its purpose is to ensure that competitions are organised in accordance with World Archery Rules, uphold fairness, safety, and integrity, and contribute to the sustainable development of the sport throughout Guyana.

2. OBJECTIVES

The Committee shall:

1. Plan and implement a national competition calendar consistent with the Federation’s strategic objectives.
2. Ensure that all competitions, whether indoor or outdoor, are conducted under the technical and safety standards of World Archery.
3. Facilitate participation opportunities across all regions and divisions (junior, senior, barebow, para-archery, compound, and recurve).
4. Promote inclusivity, gender equity, and youth engagement in competitions.
5. Recommend officials, judges, and technical personnel for events.
6. Maintain accurate competition records, results, and rankings for use by the Technical and Athlete Development Committees.
7. Support event hosting bids and liaise with the relevant entities and other partners when applicable.

3. COMPOSITION

1. The Committee shall consist of five (5) to nine (9) members appointed by the Executive Committee of Archery Guyana, including:

Chairperson – appointed by the Executive Committee;

Vice-Chairperson – selected by Committee members;

Secretary – to record proceedings and manage communications;

Technical Member(s) – at least two certified coaches or judges;

Athlete Representative – nominated by the Athletes’ Commission;

Regional or Club Representative(s) – to ensure geographic inclusivity; and

Ex-officio Member – President or a delegate from the Executive Committee (non-voting).

2. Members shall serve for a term of one (1) year, renewable annually.
3. Gender balance shall be maintained where possible.

4. FUNCTIONS AND DUTIES

The Committee shall have the following functions:

A. Planning and Coordination

Develop and publish the Annual Competition Calendar by the end of each preceding year.
Review and approve competition proposals from clubs or affiliated organisations.
Assign hosts and venues based on facility readiness, accessibility, and safety compliance.

B. Event Management

Oversee the organisation, sanctioning, and supervision of all Archery Guyana events.
Confirm the use of approved targets, scoring systems, and equipment inspection procedures.
Ensure compliance with the Safeguarding Policy and Event Code of Conduct at all events.
Establish emergency and first-aid protocols for all competitions.

C. National Championships and Selection Events

Recommend the structure, format, and qualification criteria for the National Championships and selection events for international representation.
Oversee ranking systems and scoring databases.
Ensure transparent and merit-based athlete selection, consistent with Archery Guyana's Selection Policy.

D. Development and Inclusion

Encourage new formats to promote wider participation.
Support the inclusion of youth and schools through developmental competitions.
Liaise with the Coaching Committee and Athlete Committee to align talent pathways.

E. Reporting

Submit quarterly reports to the Executive Committee on event outcomes, statistics, and challenges.
Provide annual summaries for inclusion in the Federation's Annual Report.

5. AUTHORITY AND ACCOUNTABILITY

The Committee operates under the delegated authority of the Executive Committee of Archery Guyana.
It may form subcommittees
The Committee does not have financial signing authority; all budgets and expenditures must be approved by the Executive Committee.

6. MEETINGS

1. The Committee shall meet at least once per quarter and as required before major events.
2. Meetings may be conducted virtually or in person.
3. A quorum shall consist of half the members plus one (1).
4. Decisions shall be made by simple majority vote; in the event of a tie, the Chairperson shall have a casting vote.
5. Minutes shall be recorded by the Secretary and circulated to the Executive Committee.

7. CODE OF CONDUCT AND ETHICS

All members of the Committee shall:

Abide by the Code of Ethics and Integrity Policy of Archery Guyana.

Declare any conflict of interest prior to discussions or decisions.

Maintain confidentiality on all sensitive matters.

Uphold fair play, transparency, and impartiality in all competition matters.

Ensure compliance with Safeguarding, Anti-Doping, and Data Protection requirements.

Any breach of these obligations may result in suspension or removal by the Executive Committee.

8. RELATIONSHIP WITH OTHER COMMITTEES

The Competitions Committee shall:

Coordinate closely with the Technical, Judges & Coaching Committees to ensure readiness and officiating standards.

Work with the Social Media Committee to promote competitions.

Collaborate with the Executive Committee to develop event budgets and sponsorship opportunities.

Share relevant data with the Athlete Committee to support ranking and talent identification.

9. CONFIDENTIALITY AND DATA MANAGEMENT

All information collected through competition registration, scoring systems, and event management shall be:

Stored securely in accordance with the Federation's Data Privacy Policy;

Shared only with authorised personnel; and

Used solely for the administration and promotion of archery.

10. Review of Policy:

10.1 Our Competitions committee was first established and created on 14th October, 2018.

10.2 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