

## ARCHERY GUYANA

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### ARCHERY GUYANA : CONFLICT OF INTEREST AND INTEGRITY POLICY

(Hereinafter referred to as the “Conflict of Interest and Integrity Policy”)

Archery Guyana’s constitution provides as follows: **ARTICLE 20: Ethics Code** : All members of Archery Guyana are bound by the Ethics Code of World Archery as well as the items related to match fixing.

#### 1. Purpose

The purpose of this policy is to ensure that the decisions and actions of Archery Guyana’s officials, members, and representatives are made in the best interests of the Federation and the sport of archery in Guyana, free from undue influence, bias, or personal gain.

It promotes honesty, transparency, accountability, and adherence to the highest ethical standards, as expected of all members under the Olympic Charter and World Archery Code of Ethics.

#### 2. Scope

This policy applies to:

All members of the Board of Directors and Executive Committee, Subcommittee members, coaches, technical officials, and employees, athletes, judges, committee chairs, club members, members of the executive committee of an affiliated club, volunteers, contractors, and any individual representing Archery Guyana in an official capacity.

#### 3. Definition of Conflict of Interest

A conflict of interest arises when a person’s private interests, whether financial, personal, or professional, interfere or appear to interfere with their ability to act impartially on behalf of Archery Guyana.

Conflicts may be:

Actual: a real, existing conflict.

Potential: a situation that could develop into a conflict.

Perceived: where others could reasonably believe that a conflict exists, even if it does not.

#### 4. Examples of Conflicts of Interest

Conflicts may include, but are not limited to:

1. Being on Disciplinary Committee when person under review is close or a family member. This arose in our first recorded Disciplinary Matter where the complaint was made by the wife of one of the Members and against the daughter of another member. Both members immediately offered to recuse themselves but the other members were confident that a fair impartial hearing could have been conducted and no objections were raised.

#### 2. Family or Personal Relationships:

Participating in decisions that directly affect relatives, spouses, or close associates (e.g., selection of an athlete coached by a family member).

#### 3. Dual Roles:

Serving simultaneously in multiple capacities that may conflict (e.g., being a national selector and club coach of an athlete under consideration).

#### 4. Gifts and Hospitality:

Accepting gifts, favours, or entertainment that could compromise professional judgment or create an impression of bias.

#### 5. Use of Federation Assets or Information:

Using Archery Guyana's property, information, or opportunities for personal benefit or gain.

#### 6. Post-Employment or Future Benefit:

Making decisions that could benefit a future employer or business partner.

#### 5. Declaration of Interests

All officials, coaches, and committee members must disclose conflicts at the start of any meeting where a matter of interest is discussed.

Failure to declare a conflict may constitute misconduct and lead to disciplinary action.

#### 6. Management of Conflicts

When a conflict of interest arises, the individual must:

1. Declare the conflict immediately to the Chairperson of the meeting or the Secretary General.
2. Abstain from discussion and decision-making on the related matter.
3. If necessary, recuse themselves from meetings or votes where the conflict exists.
4. The Disciplinary and Ethics Subcommittee will determine appropriate actions for managing the conflict (e.g., reassignment of duties, exclusion from specific discussions).

A record of all disclosures and actions taken shall be kept in the Conflict of Interest Register maintained by the Federation.

#### 7. Gifts, Benefits, and Hospitality

To maintain integrity and impartiality:

1. Members must not accept gifts, money, services, or hospitality intended to influence decisions.
2. Modest tokens of appreciation (e.g., plaques, souvenirs, or meals within reasonable value) may be accepted if they do not compromise objectivity.
3. Any gift exceeding GYD \$50,000 (TBD) must be declared to the Treasurer and recorded in the Gifts Register.

4. Gifts or benefits given in breach of this policy must be politely declined or returned.

#### 8. Integrity and Conduct

1. Members shall conduct themselves with honesty, fairness, and respect at all times.
2. Integrity includes avoiding actions that could discredit Archery Guyana or undermine trust in the Federation.
3. All representatives must comply with:  
Archery Guyana's Constitution, The World Archery Code of Ethics, The Olympic Charter's Basic Universal Principles of Good Governance and the Laws of Guyana.

#### 9. Reporting and Whistleblowing

1. Any member who suspects a breach of this policy must report it to the Board of Directors or the Disciplinary Committee
2. Reports may be made confidentially, and whistleblowers will be protected from retaliation.
3. All reports will be investigated promptly, fairly, and confidentially.

#### 10. Disciplinary Action

Failure to comply with this policy may result in disciplinary measures, including:

- Written warnings,
- Suspension from committees or official duties,
- Removal from office, or
- Referral to the Disciplinary Committee for further action.

#### 11. Record Keeping

A Conflict of Interest Register shall be kept, recording all declarations, conflicts disclosed, and the actions taken. All records are confidential but available for inspection by authorised auditors or oversight bodies.

12. 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 4<sup>th</sup> day of December, 2025*