

ARCHERY GUYANA

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ARCHERY GUYANA : DISCIPLINARY COMMITTEE POLICY

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

1. Purpose: The purpose of this policy is to establish a transparent, consistent, and fair framework for managing disciplinary matters within Archery Guyana. By way of background, this Committee was formally instituted on April 5, 2024.

It ensures that all members, athletes, coaches, officials, and affiliated clubs uphold the rules, ethics, and integrity of the Federation while safeguarding the rights of all parties involved.

2. Scope: This policy applies to:

All members of Archery Guyana, including Executive members, coaches, athletes, judges, parents, officials, and volunteers.

All affiliated clubs and entities participating in activities under the Federation’s jurisdiction.

Any event, competition, or programme sanctioned by Archery Guyana.

3. Principles: All disciplinary actions and proceedings shall be guided by the following principles:

1. Natural Justice and Fair Hearing: Everyone has the right to a fair and impartial hearing before any sanction is imposed.

2. Transparency: All processes shall be clear, documented, and communicated in writing.

3. Proportionality: Sanctions will correspond appropriately to the nature and gravity of the offence.

4. Confidentiality: All matters will be handled discreetly and respectfully.

5. Right to Appeal: Any person disciplined under this policy may appeal to the Appeals Committee or the Executive Committee, as applicable.

4. Establishment of the Disciplinary Committee

1. The Disciplinary Committee (DC) is established as a standing independent body under the authority of Archery Guyana’s Constitution.

2. The DC operates independently from the Executive Committee to avoid any appearance of bias or influence.

3. Members of the DC must demonstrate high integrity, impartiality, and understanding of fair disciplinary procedures.

5. Composition of the Committee

1. The Disciplinary Committee shall comprise five (5) members which can include but not limited to: Chairperson: Can be but not limited to a senior legal professional or experienced official familiar with disciplinary proceedings and a person of great integrity.

One (1) representative of the Board of Directors

Two (2) Members: drawn from the Federation (but not currently holding executive office).

One (1) Athlete Representative can be considered to so serve

One (1) Independent Member can be considered to so serve from outside the Federation (e.g., sports ethics advisor, lawyer, or judge).

3. Members will serve staggered terms of three (3) years, subject to re-appointment once. All members must declare conflicts in writing and recuse where required. Decisions of the Hearing Panel shall be by majority and accompanied by a reasoned written decision signed by the Chair.

3. Quorum for meetings: three (3) members, including the Chairperson.

6. Jurisdiction and Authority

The Disciplinary Committee has jurisdiction over:

1. Misconduct by members, officials, affiliates, parents or athletes that brings Archery Guyana into disrepute.

2. Breaches of the Federation's Constitution, Code of Conduct, Safeguarding Policy, Anti-Doping Policy, or other rules.

3. Acts of indiscipline during training, competitions, meetings, or representation abroad.

4. Violations of integrity, ethics, or conflict of interest rules.

5. Insubordination or failure to comply with directives of the Federation.

6. Unsporting behaviour including abuse, violence, cheating, or discrimination.

7. Reporting and Initiation of Cases

1. Any member, official, or committee may submit a written complaint to the Secretary General or directly to the Chairperson of the Disciplinary Committee.

2. The complaint must include:

The name of the accused party,

A description of the alleged misconduct,

Supporting evidence or witness statements, and

The date and location of the incident.

3. Upon receipt, the Secretary shall:

Record the complaint,

Notify the Chairperson of the DC, and

Acknowledge receipt to the complainant within 7 days.

8. Preliminary Review

1. The Chairperson may conduct a preliminary review to determine if:

The matter falls within the jurisdiction of the DC;

The complaint is substantiated and not frivolous; and

Interim measures are necessary (e.g., suspension pending hearing).

2. If the complaint is accepted, the accused party shall receive a Notice of Charge with full details of the allegations and supporting evidence within 14 days.

9. Hearing Procedures

1. The accused shall be given a minimum of 14 days' notice before the hearing.
2. The notice will include:
Alleged offence(s),
Date, time, and venue of the hearing,
Rights to representation or to call witnesses.
3. The hearing shall be conducted in person or via secure video conference.
4. Both parties may present evidence, call witnesses, and make submissions.
5. The Committee may question witnesses and request additional documents.
6. The Committee may deliberate privately before reaching a decision.

10. Decision and Sanctions

1. Decisions must be based on evidence presented and majority vote of the Committee.
2. The Committee shall issue a written decision within 7 days of the conclusion of hearing, detailing findings, sanctions (if any), and reasons.
3. Possible sanctions include:
Verbal or written warning,
Suspension from activities or membership,
Fines or repayment of losses,
Removal from office or team,
Expulsion from the Federation, or
Referral to law enforcement or World Archery if necessary.
4. Sanctions take effect immediately unless an appeal is lodged within the permitted timeframe.

11. Appeals

1. Any party dissatisfied with the DC's decision may appeal in writing within 14 days of receiving the decision.
2. Appeals shall be directed to the Appeals Committee or the Executive Committee, as specified in the Constitution.
3. The appeal must clearly state:
Grounds of appeal (e.g., procedural error, new evidence, or disproportionate sanction),
Requested remedy or relief.
4. The Appeals Committee's decision shall be final within the jurisdiction of Archery Guyana.

12. Confidentiality and Records

1. All disciplinary proceedings shall remain confidential.
2. Records of hearings, decisions, and appeals shall be securely stored by the board of Directors.
3. Summaries of anonymised outcomes may be published in annual reports for transparency.

13. Protection Against Retaliation

No person shall suffer retaliation or disadvantage for submitting a bona fide complaint or participating as a witness in disciplinary proceedings.

14. Integrity and Independence

Members of the DC must not participate in any matter where they have a conflict of interest. They must affirm a Declaration of Independence and Confidentiality before each hearing. The Committee must act impartially and uphold the integrity of Archery Guyana at all times.

15. 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