

ARCHERY GUYANA

Lot 217 South Street,
Lacytown, Georgetown.
archeryguyana@gmail.com

**ARCHERY GUYANA : GENDER EQUITY AND INCLUSION COMMITTEE POLICY****Committee Governance and Operational Framework**

(Hereinafter referred to as the “Gender Equity and Inclusion Committee Policy”)

1. Purpose: The Gender Equity and Inclusion Committee (“the Committee”) of Archery Guyana will be established in December 2025 to promote, protect, and advance gender equity, diversity, and inclusion within the sport of archery at all levels.

The Committee aims to ensure that all members, athletes, coaches, judges, administrators, and volunteers, enjoy equal access, opportunity, voice, and representation, regardless of gender, age, ethnicity, ability, or background.

2. Guiding Principles

The work of the Committee shall be guided by the following principles:

Equity: Fairness in policies, practices, and access to opportunities within Archery Guyana.

Inclusion: Respecting and valuing diversity in all forms and ensuring all individuals feel welcomed and empowered to participate.

Representation: Promoting balanced gender representation in leadership, decision-making, and participation.

Respect & Dignity: Maintaining an environment free from discrimination, harassment, or bias.

Accountability: Ensuring that progress toward gender equity and inclusion is measurable, transparent, and reported to the Federation’s Executive.

These principles are consistent with the World Archery Gender Equity and Inclusion Policy, the Olympic Charter, Panam Sports and the Guyana Olympic Association’s Equality Framework.

3. Mandate: The Committee shall serve as the advisory and oversight body within Archery Guyana responsible for:

1. Developing, implementing, and monitoring strategies and programmes to achieve gender equity and inclusion.
2. Advising the Executive Committee on policy decisions that affect diversity, equality, and participation.
3. Supporting the development of inclusive pathways for athletes, coaches, judges, and officials.
4. Encouraging balanced gender participation in all levels of leadership and governance.
5. Organising educational initiatives, campaigns, and workshops to promote awareness and behaviour change.
6. Reviewing and recommending updates to the Federation's policies to ensure alignment with equity and inclusion goals.

4. Composition

- 4.1 The Committee shall consist of at least five (5) members, appointed by the Executive Committee, ensuring gender balance and representation across different areas of the sport (athletes, coaches, judges, administration).
- 4.2 The Chairperson shall be elected by the Committee Members and must demonstrate a proven commitment to equity, ethics, and inclusion.
- 4.3 The Committee may include external advisors where relevant expertise is beneficial.
- 4.4 The term of office for Committee members shall be one year, renewable upon review and approval by the Executive Committee.

5. Roles and Responsibilities

5.1 Chairperson

- Provides leadership and direction to the Committee.
- Ensures meetings are convened regularly and conducted professionally.
- Serves as the liaison between the Committee and the Executive Committee.
- Oversees the implementation of the annual work plan and reports progress to the Federation.

5.2 Members

- Contribute actively to discussions and initiatives.
- Participate in monitoring and evaluation of gender equity programmes.
- Act as ambassadors for inclusivity within their respective areas of involvement.
- Assist in gathering data, developing recommendations, and implementing awareness activities.

5.3 Key Functions

- Develop and maintain Archery Guyana's Gender Equity and Inclusion Strategy, outlining goals, timelines, and performance indicators.
- Promote equitable representation of women and men in leadership, coaching, officiating, and athlete participation.
- Recommend measures to prevent and respond to discrimination, harassment, or gender-based violence.
- Advise on inclusive language and imagery used in all Archery Guyana communications and events.
- Support initiatives to encourage girls' and women's participation at grassroots and high-performance levels.
- Collaborate with Safeguarding Officers and other committees to ensure coherence of equity-related policies.

6. Meetings and Procedures

The Committee shall meet at least quarterly, with additional meetings as needed.

A quorum shall consist of a majority of members.

Minutes shall be recorded, circulated to members, and submitted to the Executive Committee.

Decisions shall be made by consensus, or if necessary, by majority vote.

The Committee may invite guest speakers or external partners to meetings to strengthen knowledge-sharing.

7. Reporting and Accountability

The Committee shall submit an annual report to the Executive Committee summarising:

Activities undertaken;

Progress toward set goals;

Challenges encountered; and

Recommendations for improvement.

Reports may also contribute to regional or international submissions to World Archery, World Archery Americas, IOC, Panam Sports, National Sports Commission, Women's groups or the Guyana Olympic Association.

The Committee may propose policy updates, new programmes, or recognition initiatives to the Executive for approval.

8. Collaboration and Partnerships

The Committee shall:

Work closely with the various committees to embed equity principles in their operations.

Liaise with schools, community clubs, and regional partners to promote participation by women, youth, and persons with disabilities.

Seek opportunities for collaboration with the GOA Women in Sport Commission, World Archery Americas, and relevant NGOs focused on gender and inclusion.

9. Confidentiality and Ethics

All members of the Committee shall adhere to Archery Guyana's Code of Ethics and Conduct, maintaining confidentiality and professionalism when handling sensitive issues.

Any conflict of interest must be declared to the Chairperson or Executive Committee.

10. Review and Evaluation

The Committee shall establish Key Performance Indicators (KPIs) to measure impact, such as: Gender balance in teams, leadership, and officiating.

Number of inclusive development programmes conducted.

Feedback from athletes and members on inclusivity and access.

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.