

ARCHERY GUYANA

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

**ARCHERY GUYANA : JUDGES COMMITTEE POLICY**

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

1. Purpose: The Judges Committee (“the Committee”) is established by Archery Guyana to oversee the selection, accreditation, education, performance review and governance of archery judges in Guyana. Its purpose is to ensure that judging at all levels within Guyana aligns with the highest standards of fairness, safety, rule-compliance and professionalism, thereby protecting the integrity of the sport and the reputation of the Federation.

2. Guiding Principles

Fairness & Impartiality: Judges shall act impartially and with integrity at all times.

Safety & Compliance: Judging shall ensure competitions and events are conducted safely and in full compliance with the rules of World Archery (and regional or national variants).

Continuous Development: Judges must be educated, competent and subject to regular review and development.

Transparency & Accountability: The Committee’s processes for accreditation, appointment, evaluation and discipline must be transparent and fair.

Representation & Service: The Committee serves the Federation, its affiliated clubs, athletes and events, and ensures the judging workforce supports the growth and development of archery in Guyana.

3. Committee Structure

3.1 The Committee shall consist of a Chairperson, a Deputy Chairperson, and a minimum of three additional members (for a total of at least five).

3.2 Members shall serve fixed terms, subject to re-appointment annually.

3.3 The Committee reports to the Executive Committee of Archery Guyana.

3.4 A quorum shall be a majority of the Committee members for any meeting to proceed.

3.5 The Committee may establish sub-committees as needed (e.g., Accreditation & Training Sub-Committee, Performance Review Sub-Committee etc).

4. Roles & Responsibilities

4.1 Chairperson

Oversees and calls meetings of the Committee.

Acts as primary liaison with the Federation’s Executive and other committees.

Ensures the Committee’s work programme is executed and reports are submitted timely.

4.2 Deputy Chairperson

Supports the Chairperson and acts in their absence.
May lead specific sub-committees or working groups.

4.3 Committee Members

Participate fully in meetings, deliberations, and decision-making.
Serve on sub-committees as required.
Contribute to development of policies, training, accreditation and evaluation of judges.

4.4 Key Functions of the Committee

Develop and maintain the policy framework for judging, including accreditation requirements, training, re-accreditation, performance review etc.
Maintain an up-to-date register of accredited judges within Guyana, their status, discipline specialisations and training history.
Organise and deliver (or coordinate) seminars, workshops, and continuing education for judges in accordance with recognised standards.
Set criteria for appointment of judges to national and international events (in consultation with relevant event technical delegates).
Review and monitor judges' performance, addressing issues of non-compliance, inactivity or misconduct.
Recommend to the Federation's Executive the removal, suspension or downgrading of judges whose performance or conduct does not meet standards.
Liaise with regional and international judging bodies (e.g., World Archery) to align Guyana's judging standards and pathways.
Provide a yearly report to the Federation's Executive Committee on the status of judging, training activities, accreditation renewals, and any issues or recommendations.

5. Accreditation & Pathway

5.1 The Committee shall establish clearly defined levels of judging accreditation appropriate for the Guyana context (e.g., Judge Candidate, Club/Local Judge, National Judge, International Judge Candidate, Continental Judge) and the requirements for each.
5.2 Accreditation requirements may include: membership in Archery Guyana in good standing; completion of training seminar; minimum years of active judging; passing examinations (theory/practical); attendance at continuing education.
5.3 Judges shall be re-accredited at regular intervals (e.g., every 3-4 years); the Committee shall set minimum activity thresholds (number of event days, seminar attendance) for maintenance of accreditation.
5.4 Judges who are inactive for a defined period may be required to undertake refresher training or examination to regain accreditation.
5.5 The Committee shall publish (and review periodically) a Judges Handbook or Guide, including role descriptions, codes of conduct, responsibilities, uniform/identity criteria, reporting forms, and pathways.

6. Appointment of Judges to Events

6.1 For national or international events held under the auspices of Archery Guyana, the Committee shall oversee or approve the appointment of judges, after consultation with the event Organising Committee and the Federation's technical delegate.

6.2 The Committee may adopt criteria such as: accreditation level, recent performance review, event type and scale, neutrality (e.g., no more than two judges from any one Member Club or Region), availability, and suitability for discipline.

6.3 Judges so appointed must commit to the event's timeframe, rules, codes of conduct, and report requirements after the event.

6.4 A Chair of Judges (for the event) shall be designated, and the appointed Chair shall submit a post-event report to the Committee, highlighting issues, non-compliance, observations, and recommended improvements.

7. Performance Review & Discipline

7.1 The Committee shall monitor judges' adherence to the rulebook, effective decision-making, timeliness, professionalism, and fairness during events.

7.2 Performance review criteria can include: frequency of appointments, event feedback, peer review, rule-knowledge tests, incident reports, prior warnings.

7.3 If a judge is found to have breached the Federation's code of conduct, failed to meet activity or performance standards, or committed misconduct (e.g., bias, unsportsmanlike behaviour), the Committee may recommend: a verbal warning; suspension; downgrading of accreditation; or removal from the active judges list.

7.4 All disciplinary actions must follow procedural fairness and referred to the Disciplinary Committee.

8. Meetings & Administration

8.1 The Committee shall meet at least twice a year, with additional meetings as required (including via virtual platforms).

8.2 Minutes of each meeting shall be kept and submitted to the Federation's Executive.

8.3 The Committee shall prepare an annual work plan (including training calendar, accreditation reviews, judging appointments review) and a budget for submission to the Federation's Executive for approval.

8.4 The Committee may establish rules for confidentiality, conflicts of interest (e.g., when a Committee member may also be a judge for events) and records management.

8.5 In the fulfilment of its functions, the Committee shall maintain appropriate registers and records (judge accreditation list, training attendance, performance reviews, appointments, disciplinary actions).

9. The Committee shall advise the Federation's Executive on matters of judging policy, rule interpretation, and international representation of Guyanese judges.

10. Review of Policy

10.1 This Committee was first in existence on February 7, 2021.

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