

**ARCHERY GUYANA’S POLICY TO SAFEGUARD ARCHERS/ATHLETES
FROM HARASSMENT AND ABUSE IN SPORT**
(Hereinafter referred to as the “Safeguarding Policy”)

Introduction

Archery Guyana is committed to ensuring the safety and well-being of all individuals involved in our activities, especially children, young people, and vulnerable adults. This policy outlines our commitment to safeguarding and protecting participants from harm, abuse, and neglect while fostering an environment of mutual respect and safety.

1. Scope: This policy applies to all members, employees, volunteers, coaches, and anyone participating in, affiliated with or associated with Archery Guyana activities.

2. Objectives

- To promote a safe environment for all participants.
- To prevent abuse and inappropriate behaviour through clear guidelines and accountability.
- To provide clear procedures for addressing safeguarding concerns.

3. Safeguarding Principles

- Prevention: Take proactive measures to minimise risks of harm.
- Protection: Respond promptly and effectively to safeguarding concerns.
- Partnership: Work collaboratively with relevant stakeholders to ensure safety.
- Accountability: Ensure all actions and decisions regarding safeguarding are transparent and in the best interest of the participants.

4. Definitions: For the purpose of this Policy:

- “Harassment” as stated in Article 1.4 of the IOC Code of Ethics or “harassment and abuse” includes psychological abuse, physical abuse, sexual harassment and neglect. These forms of harassment and abuse may occur in combination or in isolation.
- “Psychological abuse” means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment which may diminish the sense of identity, dignity and self-worth.
- “Physical abuse” means any deliberate and unwelcome act - such as for example punching, beating, kicking, biting and burning - that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g., age-, or physique- inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices.
- “Sexual harassment” means any verbal or physical conduct of a sexual nature, which is unwelcome, or where consent is coerced, manipulated or cannot be given. Sexual harassment can take the form of sexual abuse.
- “Neglect” within the meaning of this Policy means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm. Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.

5. Safeguarding Measures

- Screening and Training: All coaches, volunteers, and officials must undergo background checks and mandatory safeguarding training.
- Code of Conduct: Enforce a code of conduct for all members, outlining expected behaviours and consequences for violations.
- Reporting and Responding: There will be established a confidential reporting mechanism and a clear process for handling allegations of abuse or misconduct.
- Supervision: Ensure adequate supervision during activities, with appropriate adult-to-child ratios.
- Education and Prevention - All athletes, their entourages, coaches, officials as well as other relevant persons need to be aware as to what may constitute harassment and abuse and can always reach out to the Federation to seek further information, advice and support.

5. Reporting Safeguarding Concerns

- Any safeguarding concerns must be reported immediately to the Board of Directors of the National Federation and/or a designated Safeguarding Officer.
- All reports will be treated with confidentiality, and appropriate actions will be taken in accordance with legal and organisational requirements.
- This Policy will also be interpreted according to the Laws of Guyana and take into account existing legislation.

6. Investigating Procedure

- There shall be an investigation procedure to respond to alleged incidents of harassment and abuse which aims to assemble comprehensive information on the alleged incident.
- Support of Concerned Persons- The Federation will establish appropriate mechanisms to provide support and information to persons involved in an alleged incident of harassment and abuse (“concerned persons”) including the appointment of someone who is responsible for following up on all alleged incidents of harassment and abuse (e.g. a “Welfare/Support Officer”). Such person should be trained and experienced in the field of safeguarding from harassment and abuse (e.g. medically and/or legally), and his/her responsibilities should, in particular, include playing a central role in:
 - (i) the reporting and investigation procedures,
 - (ii) determining whether information of a case should be disclosed to the competent local authorities, and
 - (iii) providing support to any concerned persons throughout the reporting and investigation procedures.

7. Disciplinary Procedure

- There shall be established a disciplinary procedure for alleged incidents of abuse and harassment, which includes, in particular, disciplinary decisions, measures and sanctions. This will be referred to the Disciplinary Committee already in existence in the National Federation, Archery Guyana.
- Measures and Sanctions - Measures and sanctions must respect the principle of proportionality, be in proportion to the severity of the behaviour and consistent with applicable laws. The following factors should be taken into consideration when determining proportionality: the nature and severity of the violations; the number of violations; any other relevant circumstances (e.g. when the abused or harassed person is a minor).
- Fair Process - Provide the responding party with fair process, including notice and the right/opportunity to be heard before applying any measure or sanction.

- Involvement of Relevant Public Authorities and/or other organisations - Consistent with applicable laws, inform the relevant public authorities about potential criminal cases.

8. Confidentiality

- There is a strict confidentiality policy within the Board of Directors of the National Federation. This extends to and it is stated explicitly that any alleged incident of harassment and abuse be regarded as confidential, and that personal information (including in particular name, date of birth, address, identification numbers) should not be disclosed, except, for example, if the concerned person gives his/her prior consent, if disclosure is necessary to protect someone from harm or if a potential criminal act comes to the attention of the National Federation.

6. Review of the Policy

This policy will be reviewed annually or as needed to ensure its relevance and effectiveness.

This Safeguarding Policy has been approved by the Federation's Board of Directors on the 20th day of March, 2025 in Guyana.