



Safeguarding policy and procedures

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Introduction

The purpose of this document is to set out World Archery's policy and procedures for safeguarding participants in archery from harassment and abuse.

Version

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1. Safeguarding policy

1.1 Introduction

World Archery believes that everyone involved in the sport of archery has the right to participate in a safe, inclusive, and respectful environment. The welfare of all individuals involved in archery, in particular the welfare of the child, is paramount. Behaviour and actions that constitute harassment and abuse will not be tolerated. World Archery acknowledges its responsibilities in this regard and is committed to creating and maintaining a culture of safe sport and an environment which is welcoming and free from harassment and abuse. The World Archery family is bound by the principles of this policy; everyone involved in archery has a role to play in ensuring a safe, inclusive and respectful environment.

This policy aims to promote a safe environment for all involved in the sport of archery by:

- a) Providing a framework for the prevention of harassment and abuse, and one which respects the rights of individuals and in particular the rights of the child.
- b) Raising awareness of, and providing clarity on, what constitutes harassment and abuse.
- c) Explaining the process for reporting incidents and case management of harassment and abuse.

1.2 Definition of safeguarding, harassment and abuse

Safeguarding means taking proactive action to promote the welfare of vulnerable persons, children and adults and protect them from harassment and abuse; this includes creating a safe environment and ensuring appropriate response mechanisms to address concerns.

Harassment and abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect. These forms of abuse are defined in the [IOC Consensus Statement 2016](#) and are listed here:

Psychological abuse – 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 – 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 – Any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.

Sexual abuse – Any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.

Neglect – Within the meaning of this document, 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 (*or by other means*). 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.

1.3 Scope of the policy

This policy applies to all members of the World Archery community who are subject to the jurisdiction of World Archery either by membership, position or contract, including, without limitation:

- a) World Archery members and their officers;
- b) World Archery officers, including executive board members, honorary officers; board of justice and ethics members, permanent and ad hoc committees members;
- c) World Archery judges;
- d) World Archery staff, including any person remunerated by World Archery;
- e) Any person accredited to a World Archery international and continental events;
- f) The candidate cities for the World Archery international and continental events;
- g) The organising committees of World Archery international and continental events, their staff and volunteers;
- h) Athletes;
- i) Coaches, medical personnel, athlete entourage;
- j) World Archery subcontractors and volunteers;
- k) Participants of in-person World Archery educational courses and events.

The above individuals shall be referred to as ‘participants’.

World Archery recognises that some athletes or individuals may have particular vulnerabilities, such as junior athletes and minors (those under the age of 18), para athletes, and those from minority groups.

1.4 Violations

The following conduct constitutes a violation of this policy:

- a) Psychological abuse;
- b) Physical abuse;
- c) Sexual harassment;
- d) Sexual abuse;
- e) Neglect;
- f) Engaging, or attempting or threatening to engage, in conduct that directly harms the physical and/or mental welfare and/or safety of a member of the World Archery community;
- g) Posing a risk of harm to the physical and/or mental welfare and/or safety of a member of the World Archery community;
- h) Complicity, i.e., assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this policy;
- i) Retaliation in relation to actions, investigations or proceedings pursuant to this policy;

- j) Failure to cooperate in relation to actions, investigation, or proceedings pursuant to this policy.

1.5 Roles and responsibilities

1.5.1 World Archery

World Archery is responsible for:

- a) Implementing this policy.
- b) Raising awareness of this policy and the procedures for reporting an incident of harassment and abuse across all participants of World Archery activities.
- c) Ensuring that reports of harassment and abuse that are brought to its attention and which are within its jurisdiction are managed in a timely manner, fairly and responsibly. For such reports,
 - o appropriate support should be provided for those involved in an alleged incident of harassment or abuse.
 - o appropriate corrective measures or sanctions must be imposed when there has been a violation of this policy.
- d) Ensuring that there is a safeguarding plan and reporting procedure in place at all World Archery events.
- e) Providing and raising awareness of suitable educational resources and training opportunities for participants.
- f) Updating the policy and related procedures as appropriate.

1.5.2 Member associations

Member associations are responsible for:

- a) Defining and implementing their own policies and procedures to protect their athletes, entourage, officials, staff and volunteers from harassment and abuse, *adapted to their own legal framework* and consistent with the World Archery Policy and Procedures.
- b) Managing reports of alleged incidents of harassment and abuse relating to persons that are members of their national federation, through their regional bodies or clubs, including athletes, entourage, officials, staff, and volunteers.
- c) Ensuring all Participants representing their Member Association in a World Archery activity, are aware of and understand the World Archery Safeguarding Policy.
- d) Advising World Archery of any formal sanctions relating to harassment and abuse imposed by the Member Association, and of any suspensions where the individual may present a risk to World Archery Participants at that time or in the future.

1.5.3 Participants

Participants are responsible for:

- a) Taking action to safeguard others against harassment and abuse in archery and for taking immediate action if they become aware of an incident of harassment and abuse, whether or not a complaint has been made.
- b) Reporting their concerns to the safeguarding officer or appropriate designated person where they have reason to believe that another participant has experienced or is experiencing harassment and abuse. Information should be shared on a 'needs to know'

basis only. The person making a report should keep a confidential note of the information they have passed on and to whom.

- c) Advising World Archery of any formal sanctions relating to harassment and abuse that they have received.

1.6 Reporting, investigation and sanctioning procedures

The procedures relating to this policy are outlined in section 2 'Safeguarding procedures' of this document.

1.7 Educational and related resources

The [IOC Safeguarding Toolkit](#) has been created to assist the Olympic Movement to develop and implement athlete-safeguarding policies and procedures. To complement the toolkit and ensure that athletes, their entourage and other individuals understand the core components of this sensitive topic, a free [IOC Athlete Safeguarding e-learning course](#) has been developed and launched on the IOC Athlete Learning Gateway. This e-learning course is free, accessible to all and is available in several languages; all members of the World Archery community are strongly encouraged to take the course.

Additional resources:

- [World Archery Code of Ethics](#)
- [IOC Code of Ethics](#)
- [IOC Safe Sport website, including the IOC Consensus Statement 2016: Harassment and Abuse in Sport](#)
- [International Safeguarding Children in Sport guidelines](#) (with resources available in several languages)
- [United Nations Convention on the Rights of the Child](#)
- [UN Declaration of Human Rights](#)
- [Safe Sport International](#)

1.8 Acknowledgements

World Archery acknowledges the significant contribution and support of the chairs of the athletes committee, the board of justice and ethics, and the constitution and rules committee in the development of the safeguarding policy and procedures.

2. Safeguarding procedures

The safeguarding procedures provide guidance on the process for reporting incidents of harassment or abuse and explain how such reports will be managed by World Archery.

2.1 Reporting procedure

Anyone who has a concern about a possible incident of harassment or abuse that relates to World Archery activities should report it to World Archery using the channels as outlined below.

Any person who reports a possible incident of harassment or abuse in good faith shall not be subject to reprisal because of submitting a report. These protections shall not apply to a person intentionally making false accusations.

2.1.1 When to report

- a) All incidents of harassment or abuse should be reported as soon as possible.
- b) If the directly affected individual is under 18 years of age there is a duty to report.

2.1.2 How to report

World Archery will accept a report in the way that is most comfortable for the person initiating the report including in-person, verbal, or written report.

- a) In person to the World Archery safeguarding officer or designated person (e.g., event safeguarding officer).
- b) By email (safeguarding@archery.sport)
- c) Using the [online form](https://wa.vissro.com/public/wacase.nsf/safeguarding-report) (<https://wa.vissro.com/public/wacase.nsf/safeguarding-report>)

2.1.3 Information to provide when reporting

- a) The name(s) of the complainant(s);
- b) The type of alleged misconduct (including psychological abuse, physical abuse, sexual harassment, sexual abuse, and neglect);
- c) The name(s) of the alleged victim(s) and their age if known and if expected to be under the age of 18;
- d) The name(s) of the individual(s) alleged to have committed the misconduct;
- e) It is preferable to also include the following:
 - i. Other additional information as relevant, e.g., if the person concerned has any disability, impairment or other special needs;
 - ii. The approximate date(s) and location(s) where the misconduct was committed;
 - iii. The names of other individuals who might have information regarding the alleged misconduct; and
 - iv. A summary statement of the reasons to believe that misconduct has occurred.

2.1.4 What will happen once the incident has been reported

- a) All reports shall be sent to the safeguarding officer who will be responsible for managing and coordinating reports received under these procedures.

- b) The safeguarding officer shall take steps to ensure that the directly affected individual receives appropriate support.
- c) As appropriate and in the case of potential criminal offences, the relevant public authorities shall be informed.
- d) In some cases, a provisional suspension may be imposed as a protective measure. Such a decision shall be taken by the chair or deputy chair of the case management group in consultation with the safeguarding officer and will be based on an assessment of risk.
- e) Confirmation of receipt of the report shall be promptly sent to the person submitting the report with information about next steps.
- f) The report shall be assessed in accordance with these procedures to determine the appropriate action.

2.2 Confidentiality

Except to the extent prohibited by law, World Archery will process a report it receives discreetly and will not make public the names of the complainant(s), potential victim(s), or accused person(s). However, World Archery may disclose such names on a limited and needs-to-know basis in accordance with its own procedures and policies, or reporting to the relevant bodies or parties, or when required to do so to protect someone from harm or under applicable law. While World Archery will treat these matters discreetly, it cannot guarantee confidentiality, when necessary, with respect to a review of a complaint and in following its procedures and policies in connection with the complaint.

Those receiving a disclosure from a child or regarding an incident in which the victim may be a child should inform the child that they (the safeguarding officer) have a duty to share information with appropriate persons to ensure that action is taken where abuse may have occurred. In cases where a child is involved, in any capacity, it is important that the best interests of the child are of primary consideration throughout the case management process.

2.3 Jurisdiction

The safeguarding officer will review the report and determine whether the matter relates to a participant under World Archery's jurisdiction. A member of the case management group may be called upon to provide support in the determination of jurisdiction and appropriate action.

The safeguarding officer may recommend one of the following actions:

- a) Refer the report to the Police and/or relevant authorities: if the report is considered to relate to a criminal offence, it shall be referred to the police and/or relevant authorities for action in the first instance.
- b) Refer the report to the organisation which has jurisdiction to act: if the report is considered outside World Archery's jurisdiction, it shall be referred to the appropriate person or organisation, e.g., a member association, multisport organisation.
- c) Assess the report internally: if the report is considered within World Archery's jurisdiction, the safeguarding officer, with a case management group member as appropriate, shall carry out an assessment (see 2.4 below).

For all cases reported to World Archery, regardless of jurisdiction, the safeguarding officer shall keep a record of the status of the reports to ensure appropriate follow-up.

2.4 Assessment

For reports that are considered within World Archery's jurisdiction, the safeguarding officer will make an initial assessment of the incident. This assessment is to determine the nature of the concern and whether a violation of the policy may have occurred. A member of the case management group may be called upon to provide support in the assessment process.

The safeguarding officer may take the following actions:

- a) Recommend to the case management group chair or deputy chair the imposition of a provisional suspension, if there is a risk of imminent or further harm or as a protective measure, to protect both parties.
- b) Carry out an investigation or appoint an investigator to carry out an investigation and produce a detailed report (see 2.5 below).
- c) Close the report if an incident of harassment or abuse is not indicated. Where there are outstanding issues that may relate to infringements of World Archery rules, e.g., other ethics related issues, the case may be passed to the appropriate body.

Consideration shall be given as to the appropriate time to inform the accused person and to advise them of the procedures that are being followed. World Archery (including the safeguarding officer and case management group members involved) shall provide fair procedures and shall respect the fundamental rights of the accused person.

2.5 Investigation

The safeguarding officer shall be responsible for carrying out an investigation of the reported incident and the preparation of a detailed report of the findings of the investigation. The safeguarding officer, in consultation with a member of the case management group, may appoint an independent investigator to perform this task.

The investigation may involve requesting information from relevant individuals and organisations and may require oral or written statements from the relevant parties.

The report of the findings shall include all necessary evidence for consideration by the case management group, with the safeguarding officer as appropriate. Based on the report, the case management group may determine that:

- a) The reported concern is considered unfounded or insufficiently serious; no further action is required; the case is closed.
- b) Poor practice is evidenced, and educational/remedial action is recommended/put in place to address the poor practice.
- c) There has been a possible violation of the policy; the case management group shall decide on appropriate sanctions (see 2.7 below).
- d) Further investigations are required.

Where a report has been submitted to the police and/or relevant authorities on the grounds of a suspected criminal offence, World Archery shall work with the police and/or that authority and take advice on how to proceed. The safeguarding officer may delay investigations until the matter has been referred back from the police or other authorities.

2.6 Judicial process

Alleged violations of the policy shall be assessed and decided upon by the case management group. The case management group shall ensure fair procedures are provided to all parties involved and shall respect their fundamental rights, including:

- a) That a person who may have a conflict of interest shall not be a member of the decision-making body.
- b) The right of the person charged to know what they are charged with and to examine their file.
- c) The right to know the penalties which might be imposed.
- d) The right to be heard, to present a defence, to produce evidence and to be assisted by counsel.

2.7 Sanctions

Where it is determined that a violation of the policy has occurred, the case management group may impose sanctions. The sanction imposed shall consider the risk of repeated offence/harm; the offender's assistance, remorse and cooperation during the process, and any other mitigating factors, may also be taken into account. The standard of proof shall be whether a violation of the policy has been established based on the balance of probabilities.

The sanction may include one or more of the following:

- a) Public reprimand/formal warning;
- b) Temporary or partial suspension;
- c) Expulsion;
- d) Termination of contract;
- e) Permanent ban from World Archery competitions and events;
- f) Any other sanction considered appropriate in the circumstances;
- g) Any combination of the above.

The case management group may also require the offender to make a written or verbal apology and/or to undergo training or supervision.

2.8 Appeals

2.8.1 Contested decisions

Decisions made by the case management group may be contested by the parties concerned within four (4) calendar days of receiving communication of the decision. The World Archery secretary general/executive director will appoint a safeguarding panel or independent dispute resolution service to consider the contested decision and take appropriate action.

Such an appeal is subject to a fee of 100 CHF (one hundred Swiss francs) which shall be returned if the appeal is upheld or if the safeguarding panel decides that it is appropriate.

2.8.2 Appeals to Court of Arbitration for Sport

Decisions made by the safeguarding panel under this policy and its procedures may be appealed either by World Archery or the participant who is the subject of the decision exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland.

The time for filing an appeal to the Court of Arbitration for Sport is twenty-one days (21) from the date of receipt of the decision by the appealing party. Any decision and any sanctions imposed shall remain in effect while subject to the appeal process unless the Court of Arbitration for Sport directs otherwise. The decision shall be final and binding on all parties and on all member associations and there shall be no right of appeal from the decision. No claim may be brought in any other court, tribunal or via any other dispute resolution procedure or mechanism.

2.9 Communication of sanctions

Once a decision reached on any safeguarding violation has become final, for example because there has been no appeal within the time-limit or because the appeal body has confirmed the decision, World Archery will notify its member associations, and any other organisations on a need-to-know basis e.g., IOC, IPC, of any sanction.

World Archery may publish the sanction and some or all the details of any violation including the name and affiliations of any individual sanctioned, determining the appropriate level of disclosure, considering confidentiality and subject to consultation with the SGDP.

If, before a decision has become final, World Archery, or the case management group chair/deputy chair, believe there is good reason or risk of irreparable harm, they may place a temporary suspension on an individual from participating in some or all archery-related activities, as a protective measure, to protect all parties.

2.10 Mutual recognition

Any decision reached by World Archery pursuant to this policy which has become final must be communicated to all member associations and recognised as well as respected by them.

Where World Archery is informed that a participant has been:

- a) convicted by a court of justice of a criminal offence which would constitute a violation of this policy; or
- b) held by his/her member association or any other competent sport governing body to which he/she is subject, to have committed a violation which would constitute a violation under this safeguarding policy.

World Archery shall recognise the applicable conviction/decision imposed, providing World Archery is satisfied that fair procedures have been followed and that a violation which constitutes a violation under this safeguarding policy has been committed.

Where appropriate, World Archery reserves the right to take further action against the participant in relation to their World Archery related activities.

World Archery shall communicate any decision relating to sections 2.10 a) and b), in accordance with section 2.9.

3. Glossary

Abuse – Defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence.

Case management group – Responsible for supporting the safeguarding officer in the case management process, providing advice and ensuring that allegations, incidents or referrals related to the safeguarding of children or athletes, or other individuals in archery are dealt with fairly and equitably and within appropriate timescales. This includes ensuring that information disclosed regarding appropriateness of individuals to work in Archery is considered and decisions are taken on a consistent and equitable basis. The case management group has the authority to sanction individuals in accordance with this policy, where there has been a violation of this policy.

- **Membership of case management group** – Comprised of individuals recognised for their integrity and covering a range of skills and competences, including safeguarding and legal expertise. The members will be appointed by the World Archery executive board and the list of members will be published on the World Archery website. The case management group will be chaired by a legal professional.
- **Individual case management** – A minimum of two case management group members (not previously involved in the case) plus the case management group chair or deputy chair are required for the management of individual cases.

Child – The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. Early childhood relates to those below eight (8) years of age. Juvenile or young person and adolescents are 10–19 years of age.

Child Protection – UNICEF uses the term ‘child protection’ to refer to preventing and responding to violence, exploitation and abuse against children. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home.

Designated person – An appropriately trained person who oversees safeguarding responsibilities at a World Archery event and reports to the safeguarding officer.

Safeguarding officer – The main person in World Archery who receives reports concerning the welfare of participants, coordinates the management of reports and responds to queries in relation to this policy and its procedures.

Safeguarding panel – A panel of, usually, three persons will be convened by the secretary general/executive director when a decision of the case management group is contested. The safeguarding panel will consider the grounds for appeal, review the contested decision and take appropriate action. Its members will be independent of the case under review; the safeguarding panel will include a legal professional.