



## Continental Association Governance Review Questionnaire

### Proof of Implementation / Evidence Section

#### Introduction

Providing detailed evidence for the questionnaire is very important for the WBSC Integrity Unit to analyse your current situation and give effective feedback during moderation process. The table below gives you some ideas about what kind of documents and proof of implementation can be submitted for this governance review.

Please note that you must send us the direct link which leads us to the specific webpage, not the general website. It is not necessary to submit everything on the list, however, please make sure that you provide enough evidence to prove that you deserve your self-assessed score.

You can also refer to the Example section of the List of the Best Practices for CA Governance Review Questionnaire 2022/2023 document to see how you should provide your evidence.

In case you have the Policies/Rules in place, but they are not published yet, we kindly ask you to send the documents attached to your completed questionnaire.

Question	Evidence Needed
1.1	- A direct link to the Statutes and/or By-Laws or Articles of Association published on the website
1.2	- A direct link to the webpage with vision, mission and values published on the website - A direct link to the document on the website and the Article number that states about the vision, mission and values <i>(e.g.,) See Article 4 of the Statutes (URL)</i>
1.3	- A direct link to the webpage with list of all member federations and their information - A direct link to the document on the website and the Article number that provides the list of all member federations and their information
1.4	- A direct link to the news/articles with summary of annual activity on your website or a direct link to the annual reports. - Evidence of the publications from the past few years is also needed for higher score.
1.5	- A direct link to the annual financial reports following external audit.

2.1	<ul style="list-style-type: none"> <li>- A direct link to the webpage or a document that shows you have a designated staff for the integrity matters.</li> <li>- Integrity Code.</li> <li>- Evidence of implementation of Integrity Code. (i.e., Annual Integrity Report, No-case confirmation regarding integrity matters)</li> </ul>
2.2	<ul style="list-style-type: none"> <li>- A direct link to the section of your website where the decisions are published</li> </ul>
2.3	<ul style="list-style-type: none"> <li>- A direct link to the document with Article number where the gender balanced policy/rules are outlined</li> <li>- List of representatives that shows the number of female representatives</li> </ul>
2.4	<ul style="list-style-type: none"> <li>- Statement that shows your CA follows the WBSC Safeguarding Rules or your own Safeguarding policy</li> <li>- Evidence of providing resources to your members</li> <li>- Outcomes published</li> </ul>
2.5	<ul style="list-style-type: none"> <li>- Statement that shows your CA follows the WBSC Conflict of Interest Policy or your own Conflict of Interest Policy</li> <li>- A document and the Article number which states confidential reporting mechanism</li> </ul>
3.1	<ul style="list-style-type: none"> <li>- A document states about the rules for elections</li> <li>- A direct link to the publication of the voting numbers</li> </ul>
3.2	<ul style="list-style-type: none"> <li>- Direct link to the document which the campaigning rules/policies are stated and/or the exact Article number of the document where this is outlined</li> <li>- Evidence of implementation such as news articles, reports, etc.</li> </ul>
3.3	<ul style="list-style-type: none"> <li>- A direct link to the webpage or a document with Article number that we can find the list of key stakeholders is listed or a document/Article No. of the document where it is outlined</li> <li>- Proof of having athlete representatives on the Executive Board for higher score</li> </ul>
3.4	<ul style="list-style-type: none"> <li>- A document and the Article number which the eligibility rules for election are stated.</li> <li>- Published nomination rules and process</li> </ul>
3.5	<ul style="list-style-type: none"> <li>- Proof of provided financial support for members to participate at General Assembly</li> <li>- Proof of the General Assembly which was held online/hybrid</li> </ul>
4.1	<ul style="list-style-type: none"> <li>- A document or a direct link to the webpage that shows development guidelines with transparent allocation of resources in development</li> </ul>
4.2	<ul style="list-style-type: none"> <li>- A document or a direct link to the webpage that shows you have integrity awareness / education programmes</li> </ul>
4.3	<ul style="list-style-type: none"> <li>- A document or a direct link to the webpage that shows you have education programmes other than integrity matters (e.g., career programme)</li> </ul>

4.4	<ul style="list-style-type: none"> <li>- Formal redistribution policy</li> <li>- Proof of redistribution to the main stakeholders (e.g., support programmes, development programmes, etc.)</li> <li>- Published financial figures</li> </ul>
4.5	<ul style="list-style-type: none"> <li>- Proof of supporting para sport</li> <li>- A document show that you have a commission of staff to support parasport</li> </ul>
5.1	<ul style="list-style-type: none"> <li>- A direct link to the references in the audit/finance report, if not public please send it as an attachment</li> </ul>
5.2	<ul style="list-style-type: none"> <li>- A direct link to the Appeal Mechanism policy or the exact Article number of the document where this is outlined</li> <li>- A signed confirmation that there have been no cases so far might raise the score if it is based on the existing policy</li> </ul>
5.3	<ul style="list-style-type: none"> <li>- A document outlining awarding rules or the process of main events with the Article number of the document where this is outlined</li> <li>- Published the outcomes will raise the score</li> </ul>
5.4	<ul style="list-style-type: none"> <li>- A direct link to the document that shows the risk management principle and/or process. In case this procedure is not published, please sent it as an attachment to your response</li> <li>- Proof of having dedicated personnel for risk management</li> </ul>
5.5	<ul style="list-style-type: none"> <li>- A direct link to Policies/Rules that outline that IT security measures are in place</li> <li>- Mandatory e-learning on data protection or a regularly organised information session of risks and best practices in relation to data protection and IT security</li> </ul>