

## Continental Association Governance Questionnaire

### Proof of implementation / Evidence section

#### Intro

A detailed evidence section is not only vital to provide effective feedback, it also verifies that the WBSC Governance unit analyses the correct documents while moderating the scores. The below table summarises what documents and proof of implementation the WBSC Governance unit is seeking for. Please read it carefully before submitting the questionnaire.

The first Column indicates the number of the question that is being analysed.

Under “Evidence needed” it is outlined how the evidence should be presented and what the WBSC Governance unit is pursuing.

The “Remarks” column aims to provide additional information that can be of great value.

Question	Evidence needed	Remarks
1.1	Statutes and/or By-laws or Articles of Association	Please send the direct link* to your document
1.2	Direct link to the document where the vision, mission and values are stated or the exact Article Nr. of the document where this is outlined	F.e. See Article 4 of Statutes (insert direct link to the statutes)
1.3	Direct link to where on your website or on what document this list can be found	Adding extra data or explanation can raise the score f.e. Federations history
1.4	Direct link to the news section on your website and direct link to the annual report	The publication of past reports from previous years can raise the score
2.1	Direct link to the document where this is stated or the exact Article Nr. of the document where this is outlined.	There is no obligation to have a person in charge if you can proof that there is a plan in place, that will suffice
2.2	Direct link to the section of your website where the decisions are published	A dedicated section on your website might be convenient
2.3	List of representatives	A direct link to the document or Article Nr. where the gender balanced policy/rules are outlined can raise the score
2.4	Direct link to policies / rules that outline that security measures are in place	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 can suffice
3.1	Document where this is stated or the exact Article Nr. of the document where this is outlined	The publication of the voting numbers will raise the score

3.2	Direct link to the document where the rules/policies are stated or the exact Article Nr. of the document where this is outlined	Creating any type of opportunity for candidates to present their manifesto in advance
3.3	Direct link to where on the website the stakeholders are listed or a document/Article Nr. of the document where it is outlined	Having athlete representatives on the board will raise the score
3.4	Document where these rules are stated or the exact Article Nr. of the document where they are outlined	The inclusion of practical guidance on identifying and managing conflicts as well as explanations of terms will raise the score
4.1	Direct link to where on the website development guidelines are published with eligibility criteria, if not public please send it as an attachment	Publishing the process will raise the score
4.2	Forward the document where evidence to environmental responsibility is outlined	The inclusion of this guidance in the Statutes or hosting manuals of events will raise the score
4.3	Direct link to the section where guidelines for programmes are outlined. If not public, please attach the proof of implementation.	The inclusion of news stories or a detailed annual report on the programmes incl. details will raises the score
4.4	Direct link to the document where the policies are stated or the exact Article Nr. of the document where the references in regard to Anti-discrimination are outlined	A signed confirmation that there have been no cases so far might raise the score if the base is existing
5.1	Direct link to the references in the audit/finance report, if not public please send it as an attachment	Undertaking a risk assessment workshop every other year might suffice as well
5.2	Direct link to the Appeal Mechanism policy or the exact Article Nr. of the document where this is outlined	A signed confirmation that there have been no cases so far might raise the score if the base is existing
5.3	Document where the process is explained or the exact Article Nr. of the document where this is outlined	Publishing the outcomes will raise the score
5.4	Direct link to the Document where this procedure is stated or if not public – document in the attachment	Publishing the right of appeal in statutes will raise the score

*\*Direct link: Once the link opens the exact document appears, not the general website.*

*If you do have the policies / rules in place but they are not published, we kindly ask you to please forward the documents as an attachment.*