

WBSC Continental Association Governance Questionnaire

In order to protect the integrity, the public image and independence, ASOIF, the Association of Summer Olympic International Federations, is carefully analysing the organisation and governance of the Olympic Federations while GAISF (Global Association of International Sports Federations) performs the same analysis for non-Olympic Federations. Eventually, each Federation will be evaluated.

This analysis does not only include the central structure of the individual International Federation but also its continental organisations and subsequently the individual members of the National Federation.

The work to be done is of great value and for the moment, WBSC starts collecting the data of various Continental Organisations before advancing with the National Federations. Therefore, each Continental Association is asked to complete the questionnaire. There should only be one response per Continental Association, please ensure within your association that you are authorised to submit the responses before doing so.

About the Questionnaire

The questionnaire consists of a background section followed by five branches with four questions each, respectively being scored from 0 to 4. The choice of indicators used by WBSC is an analysed selection of the 50 questions used by ASOIF for their throughout Governance Task Force Questionnaire. The indicators included are judged to be amongst the easier to fulfil and fundamental to a modern Organisation. The five branches in more detail:

Transparency

Transparency is a vital element of building trust. The true objective of transparent practices is to support the greater good by improving relations. This then leads to a culture of value where everyone involved knows what they are working for, feel valued and are able to deliver results that support continual growth.

Integrity

Integrity is perceived as the ability to act with honesty and be consistent in whatever it is your association is doing, based on the particular value or believe you have. Integrity is of great importance since it entails being honest to faults, meeting commitments and treating everyone the same. Integrity is showing respect, being considerate and courteous to your surroundings.

Democracy

Organisational democracy is the application of democracy (voting system, debates, appeals, democratic structuring...) to the workplace. A democratic workplace entails being valued and one's voice is heard. Fair conditions are in the foreground and joint forces might be more efficient and effective in the long run.

Development & Solidarity

Development is the creation of long-term value for your association. Solidarity, on the other hand, is an awareness of shared interests, objectives, standards and sympathies creating a fundamental sense of unity that helps thriving a company to its success.

Control Mechanism

Control mechanisms, be it personal, bureaucratic, output or cultural controls, play an important role in any association. It is of great benefit for achieving goals in a predefined manner because it provides the instruments which influence the performance and decision-making process of an association.

How to Answer the Questionnaire

After the background section, there are 20 questions with a separate definition. Select your self-assessed score and provide evidence to justify your answer such as by providing a hyperlink of the relevant page on your Continental website or by listing references to a particular statute/rule.

Credit will only be given for measures which were already in place before December 2019. Future changes, even if they are virtually certain to take place, will not be taken into account in order to be consistent when reviewing all WBSC Associations.

Working Document for drafting Responses

One question entails three main areas: The question being asked, followed by the score definition (answer) and an area where evidence and explanations can be shared. Please note that the slightly grey part (Moderated score and Comments WBSC Governance Unit) will be filled in by the WBSC Governance Unit and does not need to be taken into consideration when filling in the questionnaire by your association. This questionnaire should be filled in by one or more senior officials from your association.

About the Scores

The scoring definitions in each case are designed to assess the level of fulfilment of the indicator by the Continental Association as follows:

- 0 – Not fulfilled at all
- 1 – Partially fulfilled
- 2 – Fulfilled
- 3 – Well-fulfilled according to published rules/procedures
- 4 – State-of-the-art (the most recent stage in the development, incorporating the newest features)

Moderation Process

A dedicated WBSC Governance Unit will review the submitted responses for each Continental Association by checking its accuracy and adjusting the self-assessed scores if necessary. Brief explanations will be provided.

Frequently asked Questions

Q: I am not sure that one of the questions applies to us. Can I leave it blank?

A: Please try to answer all questions. There is room for comments and evidence for all questions. If you are facing any considerable difficulties, please contact WBSC and ask for support.

Q: What happens to the scores after I submit them?

A: The WBSC Governance Unit will review the responses and check its accuracy.

Q: I submitted the answer but would like to change something. What do I do?

A: Please contact the WBSC office, depending on the circumstances it might be possible to amend answers if needed but we encourage you to check carefully before submitting.

Continental Association Governance Questionnaire

INFORMATION

ASSOCIATION / FEDERATION	
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NAME AND FUNCTION	
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BACKGROUND

Please indicate whether or not you consider that your Continental Association complies with the following:

1	Your association complies with the WBSC Statute and its by-laws	Yes	No
2	Your association either implements the WBSC Code of Ethics or the association has its own Code of Ethics	Yes	No
3	Your association either complies with the WBSC Code against the Manipulation of Sport Competitions or the association has enacted its own Code to address betting, match-fixing and the manipulation of competitions	Yes	No
4	Your association complies with all applicable domestic laws of the country where it is registered and/or operates its main activities	Yes	No
5	In which country does your Continental Association have its legal base?		
6	How many full-time equivalent paid staff does the association have, including contractors?	< 1	
		1-4	
		5-9	
		10-14	
		15 <	

7	What was the approximate annual revenue (USD/EUR) of the association averaged over the 2015-2019 cycle?	< 50.000	
		50.001-100.000	
		100.001-200.000	
		200.001-300.000	
		>300.000	

1. TRANSPARENCY

Please indicate the extent to which your Continental Association puts the following information into the public domain (i.e. via official website):

1.1	Statutes, rules and regulations				
	Score				
	0	1	2	3	4
	No	At least some information available on the Continental Association website	Latest version of statutes, rules and regulations published on the Continental Association website	Full publication, easy to find on the Continental Association website	Full publication, easy to find on the Continental Association website, latest versions available with mark ups identifying differences between previous versions
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

1.2	Vision, mission, values and strategic objectives				
	Score				
	0	1	2	3	4
	No	Some information published on the website	Full publication on the website	Full publication, easy to find on the website	Full publication, easy to find on the website, extra data or info such as strategic plan with indicators/outcomes
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

1.3	A list of all national member federations with basic information for each				
	Score				
	0	1	2	3	4
	No	Some member information published on website	Full publication of latest member information on website	Full publication, easy to find on website, basic data on members	Full publication, easy to find on website, with extra data or explanation about members
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

1.4	Annual activity report and main events reports				
	Score				
	0	1	2	3	4
	No	Some news published on website	News published regularly and an annual report available on website	News published regularly and multiple years of annual reports, easy to find on website	Full publication, easy to find on website, with extra data or explanation with past reports (for comparison)
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

2. INTEGRITY

Please indicate the extent to which you consider that your Continental Association fulfils the following:

2.1	Has a unit or officer in charge (or plan in place) of ensuring that the Continental Association abides by the WBSC Code of Ethics and/or the Continental Association's own Code of Ethics				
	Score				
	0	1	2	3	4
	No	A designated individual staff member/officer has the responsibility for the Code of Ethics compliance	Designated responsibility and a defined process for Code of Ethics compliance	Designated responsibility and a defined process for Code of Ethics compliance, evidence of implementation (Past cases)	State of the art unit and process for Code of Ethics compliance, evidence of implementation, outcomes published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

2.2	Make public all decisions of governing bodies as well as pending cases where applicable				
	Score				
	0	1	2	3	4
	No	Some information about decisions of governing bodies	All decisions of governing bodies	Full decisions of governing bodies	Full decision of governing bodies published promptly with appropriate details and extra info
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

2.3	Appropriate gender balance in governing bodies				
	Score				
	0	1	2	3	4
	Female representation is no more than 5% of Executive Board and Council or equivalent	Female representation is more than 5% but no more than 15%	Female representation is at least 15% with rules /policy to encourage gender balance	Female representation is at least 25% with rules /policy to encourage gender balance	Executive Board and Council include at least 40% of each gender with rules /policy to encourage gender balance
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

2.4	Compliant with applicable laws regarding data protection / IT security				
	Score				
	0	1	2	3	4
	No	Some evidence of action taken regarding data protection issues	Compliant with applicable data protection laws and the association undertakes IT security measures	Compliant with applicable data protection laws and undertakes reviews of its security of IT systems with actions taken to mitigate risks	State of the art policies and procedures in place
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

3. DEMOCRACY

Please indicate the extent to which you consider that your Continental Association fulfils the following:

3.1	Election of the President and a majority of members of all executive bodies				
	Score				
	0	1	2	3	4
	No	Some elections but for limited number of roles	Elections for president and majority of members of executive bodies	Elections for president and majority of roles, voting numbers published	Elections for president and majority of roles, voting numbers published, external scrutiny
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

3.2	Clear policies/rules on campaigning to ensure election candidates can campaign on balanced footing considering timing and non-automatic re-elections.				
	Score				
	0	1	2	3	4
	No	Some policies / rules in place regarding timing and non-automatic re-elections.	Basic rules for campaigning with designated timing and non-automatic re-election section	Publication of detailed campaigning rules for candidates. Separate timing and re-election chapters	Campaigning rules for candidates cover detailed timing and re-election rules. Evidence of implementation
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

3.3	Provide for the representation of key stakeholders (e.g. active athletes as defined in the Olympic Charter) in governing bodies				
	Score				
	0	1	2	3	4
	No	Some representation of key stakeholders	Designated key stakeholder representatives in governing bodies (not consultative)	Representation of key stakeholders including athlete(s) on Executive Board	State of art athlete and other key stakeholder representation
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

3.4	Defined conflict of interest policy with exclusion of members with a manifest, declared or perceived conflict				
	Score				
	0	1	2	3	4
	No	Some conflict of interest rules	Defined conflict of interest policy	Defined conflict of interest policy, evidence of implementation	State of art conflict of interest policy, checked against register and evidence of implementation
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

4. DEVELOPMENT & SOLIDARITY

Please indicate the extent to which you consider that your Continental Association fulfils the following:

4.1	Clear policy in place to determine transparent allocation of resources in declared development objectives				
	Score				
	0	1	2	3	4
	No	Some information about allocation of resources in development objectives	Defined, transparent process to determine allocation of resources in development objectives	Defined, transparent process to determine allocation of resources in development objectives, all info published	State of the art process for allocating resources, in development objectives, all info published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

4.2	Respect principles of sustainable development and regard for the environment				
	Score				
	0	1	2	3	4
	No	At least some reference to environmental responsibility in official documents	Official guidance on respecting principles of sustainable development and environment in Statutes and/or hosting manuals	Policy and measures on environmental responsibility, evidence of implementation, details published	State of the art policy on environmental responsibility, monitoring in place, details published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

4.3	Education programmes and assistance to coaches, judges, referees and athletes				
	Score				
	0	1	2	3	4
	No	At least some educational support	Education programme and assistance	Education programme and assistance with details published	State of the art education programme
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

4.4	Anti-discrimination policies on racial, religious or sexual orientation				
	Score				
	0	1	2	3	4
	No	Recognition of anti-discrimination issues in official documents	Official anti-discrimination policy or rules in place	Anti-discrimination policy or rules covering all characteristics, evidence of implementation (e.g. education activity or sanctioning)	State of the art anti-discrimination policies or rules, evidence of implementation, results published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

5. CONTROL MECHANISM

Please indicate the extent to which you consider that your Continental Association fulfils the following:

5.1	Adopt policies and processes for internal control				
	Score				
	0	1	2	3	4
	No	Some systems in place for internal control and/or risk management	Official procedure in place for internal control and risk management	Official procedure in place for internal control and risk management, evidence of implementation	State of the art internal control and risk management procedure, evidence of implementation
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

5.2	Decisions made can be challenged through internal appeal mechanisms on the basis of clear rules				
	Score				
	0	1	2	3	4
	No	Some opportunity for internal appeals	Internal appeals policy in place	Internal appeals policy in place, evidence of implementation	State of the art appeals policy, evidence of implementation, full decisions published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

5.3	Awarding of main events follows an open and transparent process				
	Score				
	0	1	2	3	4
	No	Some information published about the process	Process, including criteria, fair timetables and outcomes published	Process, including criteria, fair timetables, shortlisting or rotation	Process, including criteria, fair timetables, shortlisting or rotation, with element of external bidding assessment
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					

5.4	Decisions taken by the Association can be appealed with final recourse to the WBSC				
	Score				
	0	1	2	3	4
	No	Some opportunity for external appeals	Right of appeal for some internal decisions to WBSC	Right of appeal in statutes for all relevant internal decisions to WBSC, evidence of implementation	Right of appeal in statutes for all relevant internal decisions to WBSC, implementation, outcomes published
Response					
Evidence / explanation					
Moderated score WBSC Governance Unit					
Comments WBSC Governance Unit					