



**ASOIF Governance Task Force (GTF)  
International Federation (IF) Self-Assessment Questionnaire**

This self-assessment questionnaire has been prepared by the GTF following the approval of its report by ASOIF's General Assembly in April 2016.

This questionnaire should be filled in by one or more senior officials from your IF.

There is no right or wrong answer; the idea being to conduct a preliminary assessment of the situation with the view for ASOIF to establishing a management system that will ensure proper support to ASOIF members and compliance with the following principles and indicators.

IF INFORMATION	
INTERNATIONAL FEDERATION	
NAME AND FUNCTION	

Please send completed questionnaire to [James.Carr@asoif.com](mailto:James.Carr@asoif.com)  
by **Friday 27th January 2017**

## 1. GUIDING CODES

Please indicate the extent to which you consider that your IF complies with the following:

		0	1	2	3	4
		Not fulfilled at all	Partially fulfilled	Fulfilled	Well-fulfilled according to published rules/procedures	Totally fulfilled in a state of the art way
1.1	The IOC Olympic Charter and in particular the missions set out in <a href="#">Rule 26 of the Olympic Charter</a>					
1.2	The WADA Code and whether WADA officially confirmed your compliance thereto					
1.3	Your IF formally endorsed or otherwise embrace in its policies the <a href="#">Agenda 2020 recommendations</a> and whether your IF governance and processes are in line with these recommendations					
1.4	Your IF implements the <a href="#">IOC Code of Ethics</a> and ensures that your member associations and IF officials comply with it					
1.5	Please indicate (by ticking the corresponding box) whether: Your Statutes, Rules or Regulations specifically refer to the IOC Code of Ethics Your IF has enacted its own Code of Ethics Your IF currently does not have a specific Code of Ethics but your Statutes, Rules or Regulations contain specific provisions addressing ethics and integrity None of the above					
1.6	Your IF complies with the <a href="#">IOC Basic Universal Principles of Good Governance of the Olympic and Sports Movement</a>					
1.7	Your IF complies with the <a href="#">Olympic Movement Code against the Manipulation of Sport Competitions</a>					
1.8	Please indicate (by ticking the corresponding box) whether: Your Statutes, Rules or Regulations specifically refer to the Olympic Movement Code against the Manipulation of Sport Competitions; Your IF has enacted its own Code to address betting, match-fixing and the manipulation of competitions; Your IF currently does not have a specific Code but your Statutes, Rules or Regulations contain specific provisions addressing betting, match-fixing and the manipulation of competitions; None of the above					
1.9	Your IF complies with all applicable domestic laws of the country where it is registered and/or operates its main activities					
1.10	The IF complies with all applicable and recognised international treaties and conventions (in particular the United Nations and Council of Europe Conventions enacted in the field of sport)					

## 2. TRANSPARENCY

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

2.1	<b>Statutes, rules and regulations</b>					
	<b>Score</b>					
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
	No	At least some information available on IF website	Latest version of statutes, rules and regulations published on IF website	Full publication, easy to find on IF website	Full publication, easy to find on IF website, latest versions available with mark ups identifying differences between previous versions	
Evidence for score (e.g. website link, brief explanation etc.)						
2.2	<b>Organisational charts for staff, elected officials and committee structures, and other relevant decision-making groups including Remuneration Committee</b>					
	No	Some basic information about organisation structure published on IF website	An organisation chart is published on IF website	An organisation chart is published on IF website with some information on how the structure works	An organisation chart is published on IF website, structure is clear, with several hierarchical levels	
	Evidence for score					
2.3	<b>Vision, mission, values and strategic objectives</b>					
	No	Some information published on IF website	Full publication on IF website	Full publication, easy to find on IF website	Full publication, easy to find on IF website, extra data or info such as strategic plan with indicators/outcomes	
	Evidence for score					

2.4	<b>A list of all national member federations with basic information for each</b>				
	No	Some member information published on IF website	Full publication of latest member information on IF website	Full publication, easy to find on IF website, basic data on members	Full publication, easy to find on IF website, with extra data or explanation about members
	Evidence for score				
2.5	<b>Details of elected officials with biographical info</b>				
	No	Some information about elected officials available on IF website	Biographical information about all elected officials published on IF website	Full publication, easy to find on IF website, with photos	Full publication, easy to find, on IF website with extra data or explanation and mandate years
	Evidence for score				
2.6	<b>Annual activity report and main events reports</b>				
	No	Some news published on IF website	News published regularly and an annual report available on IF website	News published regularly and multiple years of annual reports, easy to find on IF website	Full publication, easy to find on IF website, with extra data or explanation with past reports (for comparison)
	Evidence for score				
2.7	<b>Annual financial reports following external audit</b>				
	No	Some financial information published on IF website	Publication of externally audited financial reports on IF website	Publication of audited financial reports, easy to find on IF website	Publication of state of art audited financial reports, easy to find on IF website, extra data, management letter
	Evidence for score				

2.8	<b>Allowances and financial benefits of elected officials and senior executives</b>				
	No	Some information on allowances and financial benefits of elected officials and senior executives	Allowances, per diem and benefits of elected officials and senior executives published on IF website	Full details published, easy to find on IF website	Full details published, easy to find on IF website, with extra data or information
	Evidence for score				
2.9	<b>General Assembly agenda with relevant documents (before) and minutes (after) with procedure for members to add items to agenda</b>				
	No	Some information published on General Assembly	General Assembly agenda published in advance, minutes afterwards, and procedure for adding to agenda	General Assembly full details published with minutes, easy to find on IF website	Full publication, easy to find on IF website, extra data or information, minutes archive
	Evidence for score				
2.10	<b>A summary of reports/decisions taken during Executive Board and Commission meetings and all other important decisions of IF</b>				
	No	Some decisions from board and commission meetings published	All major reports/decisions from board and commission meetings are published on IF website	All major decisions are published promptly, easy to find on IF website and presented clearly	All major decisions published promptly, easy to find on IF website, presented clearly, extra detail or information
	Evidence for score				

### 3. INTEGRITY

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

3.1	<b>Has a unit or officer in charge of ensuring that the IF abides by the <a href="#">IOC Code of Ethics</a> and/or the IF's own Code of Ethics</b>					
	<b>Score</b>					
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
	No	A designated individual staff member/officer has responsibility for 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	State of the art unit and process for Code of Ethics compliance, evidence of implementation, outcomes published	
Evidence for score (e.g. website link, brief explanation etc)						
3.2	<b>Has a unit or officer in charge of ensuring that the IF abides by the WADA World Anti-Doping Code</b>					
	No	A designated individual staff member/officer has responsibility for World Anti-Doping Code compliance	Anti-doping team and officials in place with appropriate expertise and resources	Anti-doping team and officials in place with appropriate expertise and resources, outcomes published	State of the art independent anti-doping programme	
	Evidence for score					
3.3	<b>Complies with the <a href="#">Olympic Movement Code on the Prevention of the Manipulation of Competitions</a></b>					
	No	Recognition/adoption of the Code with a limited degree of compliance	Appropriate expertise and resources dedicated to complying with the Code	Appropriate expertise and resources dedicated to complying with the Code, outcomes published	State of the art compliance with the Code	
	Evidence for score					

3.4	<b>Has a programme or policies designed at ensuring that the IF member associations function in accordance with all recognised ethical codes and principles</b>				
	No	Some activity to ensure that IF member associations follow recognised ethical codes and principles	Rules and a programme in place to require member associations to comply with recognised ethical codes and principles	Rules and a programme in place to require member associations to comply, evidence of implementation	State of the art process in place to require member associations to comply, evidence of implementation, outcomes published
	Evidence for score				
3.5	<b>Establish confidential reporting mechanisms for “whistle blowers” with protection scheme for individuals coming forward</b>				
	No	Some evidence of a response to comments and allegations	A confidential reporting mechanism is in place for whistle-blowers	A confidential reporting mechanism is in place for whistle-blowers with evidence of action taken	State of the art reporting mechanism with evidence of action taken, externally verified and some form of protection scheme for individuals coming forward
	Evidence for score				
3.6	<b>Respect principles of sustainable development and regard for the environment</b>				
	No	Some acknowledgement of sustainable development and environment issues in official documents	Official guidance on respecting principles of sustainable development and environment in Statutes	Official guidance on respecting principles of sustainable development with monitoring in place	State of art guidance on respecting sustainable development, monitoring and sanctions in place
	Evidence for score				
3.7	<b>Put in place integrity awareness/education programmes</b>				
	No	At least some information on integrity awareness available	Integrity awareness/education programmes in place	Formal integrity awareness/education programmes in place with evidence of implementation	State of the art integrity awareness/education programmes in place with evidence of implementation
	Evidence for score				

3.8	<b>Provide for appropriate investigation of threats to sport integrity</b>				
	No	Some reference to investigation of threats to sports integrity in official documents	Defined investigation process for threats to sports integrity	Dedicated resources and process for threats to sports integrity, evidence of implementation	State of the art investigation and reporting process for threats to sports integrity, implementation
	Evidence for score				
3.9	<b>Cooperate with relevant public authorities (such as Interpol, Council of Europe, UN Office on Drugs and Crime) on integrity matters</b>				
	No	Some evidence of cooperation with public authorities on integrity matters	Ad hoc, officially sanctioned cooperation with public authorities on integrity matters	Formal cooperation with public authorities on integrity matters, evidence of activity	State of the art cooperation with public authorities on integrity matters, evidence of activity
	Evidence for score				
3.10	<b>Make public all decisions of disciplinary bodies and related sanctions, as well as pending cases where applicable</b>				
	No	Some information about decisions of disciplinary bodies and related sanctions published	All decisions of disciplinary bodies and related sanctions published	All decisions of disciplinary bodies and related sanctions published promptly, plus pending cases	All decisions of disciplinary bodies and related sanctions published, plus pending cases, extra info
	Evidence for score				

## 4. DEMOCRACY

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

4.1	<b>Election of the President and a majority of members of all executive bodies</b>				
<b>Score</b>					
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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	
Evidence for score (e.g. website link, brief explanation etc)					

  

4.2	<b>Clear policies to ensure election candidates can campaign on balanced footing including opportunity for candidates to present their vision/programmes</b>				
No	Some opportunity for candidates to present their programme/manifesto in advance	Designated opportunity for candidates to present programme in advance with equal treatment	Candidates can announce at least 4 months in advance and present programmes, including at Congress	Candidates can announce at least 4 months ahead and present programmes, with campaign funding rules	
Evidence for score					

  

4.3	<b>Election process with secret ballot under a clear procedure/regulation</b>				
No	Some provision for secret ballots	Clear procedure/regulations in the statutes for secret ballots	Clear procedure/regulations for secret ballots, electronic and back-up manual options	Clear regulations for compulsory secret ballots, electronic/manual options, cover various scenarios	
Evidence for score					

4.4	<b>Make public all open positions for elections and appointments including the process for candidates and full details of the roles, job descriptions, application deadlines and assessment</b>				
	No	Some open positions made public	All elections and appointments made public with details of roles, requirements, assessment provided	Elections/appointments advertised openly with details of roles, requirements, assessment	State of the art open recruitment for all roles with details of roles, requirements, assessment
Evidence for score					
4.5	<b>Establishment and publication of eligibility rules for candidates for election together with due diligence assessment</b>				
	No	Some rules about eligibility for election candidates	Published eligibility rules for election candidates with unrestricted nominations process	Published eligibility rules with unrestricted nominations and a nominations commission	State of the art eligibility rules, a nomination commission
Evidence for score					
4.6	<b>Term limits for elected officials</b>				
	No	Some term limits but possibility of multiple re-elections to the same position	Term limits in place with a maximum of no more than 12 years in 1 role	Term limits in place with a maximum of 3 x 4 year cumulative terms in the same or multiple roles	Term limits with a max of 3 x 4 year terms in same or multiple roles, waiting period before new role
Evidence for score					
4.7	<b>Provide for the representation of key stakeholders (e.g. active athletes) in governing bodies. Due regard shall be paid to gender representation and the enactment of policies encouraging gender equality</b>				
	No	Some representation of key stakeholders in governing bodies	Designated key stakeholders reps in governing bodies (not consultative), gender equality policy	Representation of key stakeholders, gender equality policy, evidence of implementation	State of art athlete and other key stakeholder representation, gender equality policy, implementation
Evidence for score					

4.8	<b>Main decisions are taken on basis of written reports supported by criteria with opportunity for secret ballot at request of voting constituents</b>				
	No	Some major decisions taken on the basis of written reports	Major decisions taken on the basis of written reports supported by criteria recognised internally	Major decisions taken on basis of written reports supported by criteria and most reports published	Major decisions based on written reports, all reports published where possible, with voting numbers
	Evidence for score				
4.9	<b>Defined conflict of interest policy with exclusion of members with a manifest, declared or perceived conflict</b>				
	No	Some conflict of interest rules	Defined conflict of interest policy	Defined conflict of interest policy, evidence of implementation	State of the art conflict of interest policy, checked against register and evidence of implementation
	Evidence for score				
4.10	<b>Governing bodies meet regularly</b>				
	No	General Assembly meets at least every 2 years	General Assembly meets every year and other governing bodies meet at least every year	General Assembly is annual, other governing bodies meet several times per year, calendar published	General Assembly annual, other bodies meet several times per year, calendar and extra info published
	Evidence for score				

## 5. SPORTS DEVELOPMENT & SOLIDARITY

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

5.1	<b>Transparent process to determine allocation of resources in declared non-profit objectives</b>					
	<b>Score</b>					
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
	No	Some information about allocation of resources in non-profit objectives	Defined, transparent process to determine allocation of resources in non-profit objectives	Defined, transparent process for allocating resources in non-profit objectives, all info published	State of the art process for allocating resources in non-profit objectives, all info published	
Evidence for score (e.g. website link, brief explanation etc)						
5.2	<b>Redistribution policy and programmes for main stakeholders</b>					
	No	Some redistribution among main stakeholders	Formal redistribution policy or programme for main stakeholders	Formal redistribution policy or programme for main stakeholders with details published	State of the art redistribution programme for stakeholders, declared criteria and details published	
	Evidence for score					
5.3	<b>Monitoring / audit process of the use of distributed funds</b>					
	No	Funding recipients provide a report on how money is spent	Monitoring / audit process in place for use of distributed funds	Independent monitoring / audit process in place for use of distributed funds	Independent monitoring/audit process in place for use of distributed funds, results published	
	Evidence for score					

5.4	<b>Existence of environmental responsibility policy and measures</b>				
	No	At least some reference to environmental responsibility in official documents	Policy and measures on environmental responsibility in place	Policy and measures on environmental responsibility, evidence of implementation, details published	State of the art policy on environmental responsibility, monitoring in place, details published
	Evidence for score				

5.5	<b>Existence of social responsibility policy and programmes</b>				
	No	At least some reference to social responsibility in official documents	Social responsibility policy and programmes in place	Social responsibility policy and programmes in place, evidence of implementation, details published	State of the art social responsibility policy, monitoring in place, details published
	Evidence for score				

5.6	<b>Education programmes and assistance to coaches, judges, referees and athletes</b>				
	No	At least some educational support for coaches, judges, referees and athletes	Education programme and assistance for coaches, judges, referees and athletes	Externally provided education programme and assistance for coaches, judges, referees and athletes	State of the art, externally provided education programme for coaches, judges, referees and athletes
	Evidence for score				

5.7	<b>Solidarity programmes pay due regard to gender and geographical representation through internal guidelines</b>				
	No	Some solidarity guidelines relating geographical representation	Formal solidarity guidelines covering gender and geographical representation	Formal solidarity guidelines covering gender and geographical representation, figures published	State of the art solidarity guidelines covering gender and geographical representation, results published
	Evidence for score				

5.8	<b>Legacy programmes to assist communities in which events are hosted</b>				
	No	Some support for communities which host events in their legacy planning	Legacy programmes to assist communities in which events are hosted	Formal legacy programme and resources to assist communities in which events are hosted	State of the art programme and resources to assist event host communities, monitoring, details published
	Evidence for score				

5.9	<b>Anti-discrimination policies on racial, religious or sexual orientation</b>				
	No	Recognition of antidiscrimination issues in official documents	Official antidiscrimination policy or policies in place	Anti-discrimination policy/policies covering all characteristics, evidence of implementation	State of the art antidiscrimination policies, evidence of implementation, results published
	Evidence for score				

5.10	<b>Cooperation with relevant public authorities (such as UN Environment Programme, ICRC, World Health Organisation, UN High Commissioner for Refugees) on social responsibility issues</b>				
	No	Some evidence of cooperation with public authorities on social responsibility issues	Ad hoc, sanctioned cooperation with public authorities on social responsibility issues	Programme of cooperation with public authorities on social responsibility issues, details published	State of art social responsibility work with public/int'l authorities, details published, monitoring
	Evidence for score				

## 6. CHECKS AND BALANCES / CONTROL MECHANISMS

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

6.1	<b>Establish an internal ethics committee with independent representation</b>				
<b>Score</b>					
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
No	Some monitoring of ethical behaviour	Ethics committee with independent representation in place to monitor application of ethics rules	Ethics committee with majority independent representation in place, can propose sanctions	State of the art ethics committee, independent majority, starts investigations, proposes sanctions	
Evidence for score (e.g. website link, brief explanation etc)					
6.2	<b>Establish an audit committee that is independent from the decision-making body and reports to members directly</b>				
No	Audit committee in place but no independence	Audit committee in place with independent (meaning not IF staff or members of IF executive) representation	Audit committee in place with independent majority, activity published	State of the art audit committee with independent majority, reports directly to members, activity published	
Evidence for score					
6.3	<b>Adopt accounting control mechanisms and external financial audit</b>				
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	
Evidence for score					

6.4	<b>Adopt policies and processes for internal control</b>				
	No	Some accounting control mechanisms and/or an external financial audit	Official accounting control mechanisms in place and an external financial audit	Official accounting control mechanisms in place and an external financial audit, details published	State of the art accounting controls in place and external financial audit, details published
	Evidence for score				
6.5	<b>Adopt policies and mechanisms to prevent commercial interests from overriding sporting regulations e.g. conduct of draws</b>				
	No	Some policies and mechanisms in place	Policies and mechanisms in place	Policies and mechanisms in place, evidence of implementation	State of the art policies and mechanisms, evidence of implementation
	Evidence for score				
6.6	<b>Observe open tenders for major commercial and procurement contracts</b>				
	No	Some tenders for major commercial and procurement contracts	Regular open tenders for major commercial and procurement contracts	Regular open tenders for major commercial and procurement contracts, full documentation	State of the art open tenders for major contracts, full documentation, publication of appointments
	Evidence for score				
6.7	<b>Decisions can be challenged through internal appeal mechanisms on the basis of clear rules</b>				
	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, outcomes published
	Evidence for score				

6.8	<b>Due diligence and effective risk management in bidding requirements, presentation, assessment and allocation of main events</b>				
	No	Some due diligence and/or risk management in bidding and allocation of major events	Designated due diligence and risk management process for bidding, assessment, event allocation	Due diligence and risk management process for bidding, assessment, event allocation, info published	State of the art due diligence/risk management for event process, info published, with element of external bidding assessment
	Evidence for score				
6.9	<b>Awarding of main events follows an open and transparent process</b>				
	No	Some information published about process for awarding main events	Process for awarding main events with rules including criteria, fair timetables, outcomes published	Process for awarding events, rules include criteria, fair timetables, shortlisting	Process for awarding events, rules include criteria, fair timetables, shortlisting, with element of external bidding assessment
	Evidence for score				
6.10	<b>Internal decisions can be appealed with final recourse to the Court of Arbitration for Sport</b>				
	No	Some opportunity for external appeals	Right of appeal for some internal decisions to CAS or similar	Right of appeal in statutes for all relevant internal decisions to CAS, evidence of implementation	Right of appeal in statutes for all relevant decisions to CAS, implementation, outcomes published
	Evidence for score				