

## APPENDIX 13a

### GAISF governance questionnaire – working document for drafting responses

This document is designed to enable IFs to prepare draft responses to the governance questionnaire so that they can be shared with colleagues and discussed as needed.

Once you are ready to submit the agreed responses for the IF, please do so via the online link:

<https://gaissf.sport/gaisf-governance-questionnaire/>

The deadline is Wednesday 16 January 2019. There should only be one response per IF. Please ensure that you are authorised to submit the responses before doing so.

There is a separate document with guidance notes on the questionnaire, which you may find helpful.

#### Questionnaire

No.	Indicator and detail	Draft response
	<b>Background Section</b>	
1	Name of IF	
2	Name of individual(s) responding	
3	ARISF or AIMS	ARISF / AIMS
	Please indicate whether you consider that your IF complies with the following:	
4	The IOC Olympic Charter and in particular the missions set out in Rule 26 of the Olympic Charter	Yes / No
5	The WADA Code and whether WADA has officially confirmed your compliance	Yes / No
6	Your IF either implements the IOC Code of Ethics or the IF has its own Code of Ethics	Yes / No
7	Your IF either complies with the Olympic Movement Code against the Manipulation of Sport Competitions or the IF has enacted its own Code to address betting, match-fixing and the manipulation of competitions	Yes / No
8	Your IF complies with all applicable domestic laws of the country where it is registered and/or operates its main activities	Yes / No
9	Please indicate what type of legal entity the IF is: <ul style="list-style-type: none"> <li>• Voluntary association</li> <li>• Company limited by shares</li> <li>• Company limited by guarantee</li> <li>• Other (please specify) <ul style="list-style-type: none"> <li>○ <i>e.g. charity</i></li> </ul> </li> </ul>	
10	Please indicate what separate entities are associated with the IF and the legal association to the IF (e.g. a wholly-owned subsidiary limited company that owns marketing rights)	

11	In which country does your IF have its legal base?	
12	<p>How many full-time equivalent paid staff does the IF have, including contractors?</p> <ul style="list-style-type: none"> <li>• 0 or less than 1</li> <li>• 1-4</li> <li>• 5-9</li> <li>• 10-19</li> <li>• 20-49</li> <li>• 50-119</li> <li>• 120+</li> </ul>	
13	<p>What was the approximate annual revenue (CHF) of the IF and its subsidiaries averaged over the 2012-2015 cycle (not including continental federations or members)?</p> <ul style="list-style-type: none"> <li>• &lt;2 million</li> <li>• 2m-4m</li> <li>• &gt;4m and &lt;8m</li> <li>• 8m – 20m</li> <li>• 20m – 50m</li> <li>• &gt;50m</li> </ul> <p><i>-The years are 2012-2015 for consistency with the ASOIF study in 2017-18</i></p>	

	<b>Transparency Section</b>
	Please indicate the extent to which your IF puts the following information into the public domain (i.e. via official website):
<b>14</b>	<b>Statutes, rules and regulations</b>
Score definitions	0 – No 1 - At least some information available on IF website 2 - Latest version of statutes, rules and regulations published on IF website 3 - Full publication, easy to find on IF website 4 - Full publication, easy to find on IF website, latest versions available with mark ups identifying differences between previous versions
Score	
Evidence / comment	
<b>15</b>	<b>Vision, mission, values and strategic objectives</b>
Score definitions	0 – No 1 - Some information published on IF website 2 - Full publication on IF Website 3 - Full publication, easy to find on IF website 4 - Full publication, easy to find on IF website, extra data or info such as strategic plan with indicators/outcomes
Score	
Evidence / comment	

<b>16</b>	<b>A list of all national member federations with basic information for each</b>
Score definitions	<p>0 – No</p> <p>1 - Some member information published on IF website</p> <p>2 - Full publication of latest member information on IF website</p> <p>3 - Full publication, easy to find on IF website, basic data on members</p> <p>4 - Full publication, easy to find on IF website, with extra data or explanation about members</p>
Score	
Evidence / comment	
<b>17</b>	<b>Details of elected officials with biographical info</b>
Score definitions	<p>0 – No</p> <p>1 - Some information about elected officials available on IF website</p> <p>2 - Biographical information about all elected officials published on IF website</p> <p>3 - Full publication, easy to find on IF website, with photos</p> <p>4 - Full publication, easy to find, on IF website with extra data or explanation and mandate years</p>
Score	
Evidence / comment	

<b>18</b>	<b>Annual activity report and main events reports</b>
Score definitions	<p>0 – No</p> <p>1 - Some news published on IF website</p> <p>2 - News published regularly and an annual report available on IF website</p> <p>3 - News published regularly and multiple years of annual reports, easy to find on IF website</p> <p>4 - Full publication, easy to find on IF website, with extra data or explanation with past reports (for comparison)</p>
Score	
Evidence / comment	
<b>19</b>	<b>Annual financial reports following external audit</b>
Score definitions	<p>0 – No</p> <p>1 - Some financial information published on IF website</p> <p>2 - Publication of externally audited financial reports on IF website</p> <p>3 - Publication of audited financial reports, easy to find on IF website</p> <p>4 - Publication of state of art audited financial reports, easy to find on IF website, extra data, management letter</p>
Score	
Evidence / comment	



<b>20</b>	<b>Allowances and financial benefits of elected officials and senior executives</b>
Score definitions	<p>0 – No</p> <p>1 - Some information on allowances and financial benefits of elected officials and senior executives</p> <p>2 - Allowances, per diem and benefits of elected officials and senior executives published on IF website</p> <p>3 - Full details published including total figure paid by the IF, easy to find on website</p> <p>4 - Full details published, easy to find on IF website, with extra data or information</p>
Score	
Evidence / comment	
<b>21</b>	<b>General Assembly agenda with relevant documents (before) and minutes (after) with procedure for members to add items to agenda</b>
Score definitions	<p>0 – No</p> <p>1 - Some information published on General Assembly</p> <p>2 - General Assembly agenda published in advance, minutes afterwards or live streaming which is recorded</p> <p>3 - General Assembly full details published with minutes, easy to find on IF website</p> <p>4 - Full publication and live streaming (recorded), easy to find on IF website, extra data or information, minutes archive</p>
Score	
Evidence / comment	

	<b>Integrity and Democracy Section</b>
	Please indicate the extent to which you consider that your IF fulfils the following:
<b>22</b>	<b>Has a unit or officer in charge of ensuring that the IF abides by the IOC Code of Ethics and/or the IF's own Code of Ethics</b>
Score definitions	<p>0 – No</p> <p>1 - A designated individual staff member/officer has responsibility for Code of Ethics compliance</p> <p>2 - Designated responsibility and a defined process for Code of Ethics compliance</p> <p>3 - Designated responsibility and a defined process for Code of Ethics compliance, evidence of implementation</p> <p>4 - State of the art unit and process for Code of Ethics compliance, evidence of implementation, outcomes published</p>
Score	
Evidence / comment	
<b>23</b>	<b>Appropriate gender balance in governing bodies</b>
Score definitions	<p>0 - Female representation is no more than 5% of Executive Board and Council or equivalent</p> <p>1 - Female representation is more than 5% but no more than 15%</p> <p>2 - Female representation is at least 15% with rules/policy to encourage gender balance</p> <p>3 - Female representation is at least 25% with rules/policy to encourage gender balance</p> <p>4 - Executive Board and Council include at least 40% of each gender with rules/policy to encourage gender balance</p>
Score	
Evidence / comment	

<b>24</b>	<b>Election of the President and a majority of members of all executive bodies</b>
Score definitions	<p>0 – No</p> <p>1 - Some elections but for limited number of roles</p> <p>2 - Elections for president and majority of members of executive bodies</p> <p>3 - Elections for president and majority of roles, voting numbers published</p> <p>4 - Elections for president and majority of roles, voting numbers published, external scrutiny</p>
Score	
Evidence / comment	
<b>25</b>	<b>Term limits for elected officials</b>
Score definitions	<p>0 – No</p> <p>1 - Some term limits but possibility of multiple re-elections to the same position</p> <p>2 - Term limits in place with a maximum of no more than 12 years in 1 role</p> <p>3 - Term limits in place with a maximum of 3 x 4 year cumulative terms in the same or multiple roles</p> <p>4 - Term limits with a max of 3 x 4 year terms in same or multiple roles, waiting period before new role</p>
Score	
Evidence / comment	



<b>26</b>	<b>Provide for the representation of key stakeholders (e.g. “active” athletes as defined in the Olympic Charter) in governing bodies</b>
Score definitions	0 – No 1 - Some representation of key stakeholders in governing bodies 2 - Designated key stakeholder representatives in governing bodies (not consultative) 3 - Representation of key stakeholders including athlete(s) on Executive Board 4 - State of art athlete and other key stakeholder representation
Score	
Evidence / comment	
<b>27</b>	<b>Defined conflict of interest policy with exclusion of members with a manifest, declared or perceived conflict</b>
Score definitions	0 – No 1 - Some conflict of interest rules 2 - Defined conflict of interest policy 3 - Defined conflict of interest policy, evidence of implementation 4 - State of the art conflict of interest policy, checked against register and evidence of implementation
Score	
Evidence / comment	

	<b>Development and Control Mechanisms Section</b>
	Please indicate the extent to which you consider that your IF fulfils the following:
<b>28</b>	<b>Education programmes and assistance to coaches, judges, referees and athletes</b>
Score definitions	0 – No 1 - At least some educational support for coaches, judges, referees and athletes 2 - Education programme and assistance for coaches, judges, referees and athletes 3 - Education programme and assistance for coaches, judges, referees and athletes with details published 4 - State of the art education programme for coaches, judges, referees and athletes with details published
Score	
Evidence / comment	
<b>29</b>	<b>Anti-discrimination policies on racial, religious or sexual orientation</b>
Score definitions	0 – No 1 - Recognition of antidiscrimination issues in official documents 2 - Official antidiscrimination policy or policies in place 3 - Anti-discrimination policy/ policies covering all characteristics, evidence of Implementation 4 - State of the art antidiscrimination policies, evidence of implementation, results published
Score	
Evidence / comment	

<b>30</b>	<b>Establish an internal ethics committee with independent representation</b>
Score definitions	<p>0 – No</p> <p>1 - Some monitoring of ethical behaviour</p> <p>2 - Ethics committee with independent representation in place to monitor application of ethics rules</p> <p>3 - Ethics committee with majority independent representation in place, can propose sanctions</p> <p>4 - State of the art ethics committee, independent majority, starts investigations, proposes sanctions</p>
Score	
Evidence / comment	
<b>31</b>	<b>Adopt policies and processes for internal control</b>
Score definitions	<p>0 – No</p> <p>1 - Some systems in place for internal control and/or risk management</p> <p>2 - Official procedure in place for internal control and risk management</p> <p>3 - Official procedure in place for internal control and risk management, evidence of implementation</p> <p>4 - State of the art internal control and risk management procedure, evidence of implementation</p>
Score	
Evidence / comment	

<b>32</b>	<b>Awarding of main events follows an open and transparent process</b>
Score definitions	<p>0 – No</p> <p>1 - Some information published about process for awarding main events</p> <p>2 - Process for awarding main events with rules including criteria, fair timetables, outcomes published</p> <p>3 - Process for awarding events, rules include criteria, fair timetables, shortlisting or rotation</p> <p>4 - Process for awarding events, rules include criteria, fair timetables, shortlisting or rotation, with element of external bidding assessment</p>
Score	
Evidence / comment	
<b>33</b>	<b>Internal decisions can be appealed with final recourse to the Court of Arbitration for Sport</b>
Score definitions	<p>0 – No</p> <p>1 - Some opportunity for external Appeals</p> <p>2 - Right of appeal for some internal decisions to CAS or similar</p> <p>3 - Right of appeal in statutes for all relevant internal decisions to CAS, evidence of implementation</p> <p>4 - Right of appeal in statutes for all relevant decisions to CAS, implementation, outcomes published</p>
Score	
Evidence / comment	