



# **GOOD GOVERNANCE AND INTERNAL CONTROL POLICY**

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**Good governance** is the process through which an association ensures that it makes ethical decisions that benefit all stakeholders, including employees, athletes and volunteers.

Associations create good governance systems to ensure that they follow all applicable regulations. There is a greater emphasis than ever before on improving organizational processes, accountability, and controls - all in an effort to limit power abuses and improve the integrity of decision-making. This is part of a broader trend toward transparency and accountability among Sporting Federations at all levels.

**Internal Controls** - the practical aspects of good governance are internal controls. They are the rules and procedures that are used to ensure that a moral code is followed.

Internal controls can help enhance operational efficiency by improving the accuracy and timeliness of financial reporting, in addition to adhering to laws and regulations and prohibiting theft of assets or engagement in fraudulent behaviour.

Internal controls usually have the following objectives / structures:

**GOVERNANCE DOCUMENTS:** (See good Governance form below)

**Highest Decision making structure:** - General Assembly Executive Body

- Affiliated to regulating structures
- Established structural levels

**Founding / Regulating document**

**People / member management guidelines**

**A business / performance plan in line with WAAf / MA objectives**

**Holding of competitions / leagues**

**Awards / recognitions / colours**

**GOVERNANCE PROCESSES:**

**Conducting meetings**

**Financial management**

**Established stakeholder relationship**

***Who's Responsible***

Management (i.e. the governing board) is responsible for making sure that the right controls are in place, and that they are performing as intended.

Payment procedures and purchasing limits etc are set by the Executive Board.

Finance Officers are instrumental in overseeing accounting and financial reporting controls. A finance officer's responsibilities for supervising the preparation of accounting records, producing financial reports and demonstrating compliance.

**GOOD GOVERNANCE ASSESSMENT CHECKLIST**

Themes	Norms	Priority	Standards	Compliance	Non-Compliance	Attained score	
<b>GOVERNANCE STRUCTURES</b>	<b>Highest Decision making structure: - General Assembly Executive Body</b>	<b>Critical</b>	Constitution approved by the members	[2]	[0]		
			Defined roles and responsibilities of the board / executive board / general management	[2]	[0]		
			Regulated election process as per constitution	[2]	[0]		
			Voting procedures / guidelines	[2]	[0]		
			Minutes of meetings	[2]	[0]		
		<b>Important</b>	Induction of newly elected board members / handover process / initiation period	[1]	[0]		
			Notices of elections	[1]	[0]		
			Call for nominations	[1]	[0]		
		Affiliated to regulating structures: - Continental body - International body	<b>Critical</b>	Application / maintenance of membership to regulating structures	[2]		[0]
	Statutes aligned to WA, WAAf, national governing body (Gov) and NOC			[2]	[0]		
	Calendar of events			[2]	[0]		
	Produce talent / championships			[2]	[0]		
	<b>Important</b>		Reports of attended meetings	[1]	[0]		
	Established structural levels - National / Regional / Club	<b>Critical</b>	Democratically elected members / competent appointments	[2]	[0]		
			A list with names and contact details of each member at club and regional level	[1]	[0]		
			Information showing demographics in relation to structures . Committees / athletes / women / people with disabilities etc	[1]	[0]		
			Minutes of meetings at every structural level	[2]	[0]		
			Implementation of programs / structural level goals / objectives in line with the NF vision and goals	[2]	[0]		
	<b>CRITICAL SUB-STRUCTURES:</b>						
		<b>Critical</b>	A) Athletes representative body	[2]	[0]		
			B) High Performance coordinating body	[2]	[0]		
			C) Coaches coordinating body	[2]	[0]		
			D) Official coordinating body	[2]	[0]		
	E) Financial control body		[2]	[0]			
	F) Compliance control body		[2]	[0]			
<b>SUB-STRUCTURES REQUIREMENTS:</b>							
	<b>Critical</b>	Open nomination process / competent appointments / external / specialist competent appointment	[2]	[0]			
		Endorsed and approved nomination list by the executive body	[2]	[0]			
		Terms of reference must be drawn	[2]	[0]			
		Conduct at least two (2) meetings per year	[2]	[0]			

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<b>GOVERNANCE DOCUMENTS</b>	Founding / Regulating document	<b>Critical</b>	Name of organisation and interpretation	[2]	[0]	
			Objectives and goals	[2]	[0]	
			Code of conduct / ethics	[1]	[0]	
			Area of jurisdiction	[1]	[0]	
			Headquarters	[1]	[0]	
			Membership	[2]	[0]	
			Powers and duties of the board / executive committee	[2]	[0]	
			Meetings (AGM + QGM) and reports	[2]	[0]	
			Elections / appointments of officers	[2]	[0]	
			Voting rights	[2]	[0]	
			Provision to abide to local Anti-Drug and / or WADA	[2]	[0]	
			Dissolution clause	[2]	[0]	
			Dispute mechanism	[1]	[0]	
			By-laws and regulations / Procedures	[1]	[0]	
			<b>Important</b>	Conflict of interest	[1]	
	Confidentiality	[1]		[0]		
	Compliance to corporate governance	[1]		[0]		
	People / member management guidelines	<b>Critical</b>	Disciplinary procedure, schedule of offence and disciplinary action	[1]	[0]	
			Sexual harassment policy	[1]	[0]	
			Child protection policy / Safeguarding	[1]	[0]	
		<b>Important</b>	Office bearers and powers	[1]	[0]	
			Leadership succession plans	[1]	[0]	
	A business / performance plan in line with NF objectives	<b>Critical</b>	Executive summary	[1]	[0]	
			Organigram of the Federation	[1]	[0]	
			Vision & mission statements	[1]	[0]	
			Core values	[1]	[0]	
			SWOT analysis	[1]	[0]	
			Business objectives and time frames / Key performance indicators	[1]	[0]	
			Plan budget	[1]	[0]	
		<b>Important</b>	Monitoring and evaluation processes	[1]	[0]	
			Risk management plan	[1]	[0]	
			Transformation plan	[1]	[0]	
			Inclusiveness strategy	[1]	[0]	
	Submit a list of and hold competitions / leagues	<b>Critical</b>	Club, Region, National, Continental and International level events	[1]	[0]	
			Events throughout calendar year	[1]	[0]	
			Qualified technical officials	[1]	[0]	

			Rules and regulations of the league / tournaments in line with the IF	[2]	[0]	
			Protocol (Administration + logistics)	[2]	[0]	
			Standard sports facilities	[1]	[0]	
	Awards / recognitions / colours	<b>Critical</b>	Eligibility rules and procedures	[2]	[0]	
			Event/tournament report / results	[2]	[0]	
			Team selection criteria	[2]	[0]	

Themes	Norms	Priority	Standards	Compliance	Non-Compliance	Attained score
<b>GOVERNANCE PROCESSES</b>	Conducting meetings: at least one General Meeting and one Annual General Meeting	<b>Critical</b>	Notice of meetings	[2]	[0]	
			Attendance registers	[2]	[0]	
			Agendas	[2]	[0]	
			Minutes	[1]	[0]	
			Annual reports	[2]	[0]	
			Financial statements approval at General Meeting / Annual General Meeting	[2]	[0]	
	Financial management	<b>Critical</b>	Standard Internal control reports	[1]	[0]	
			Audited financial statements	[2]	[0]	
	Established stakeholder relationship	<b>Critical</b>	Strategy between stakeholders and the national federation	[1]	[0]	