

Self-Assessment Questionnaire Indicators of Good Governance



Overview

This self-assessment questionnaire is provided to help raise awareness of “good governance” practices.

Please refer to the **Guidelines on Good Governance** for more information on “good governance” practice. You may also like to refer to the **Guidelines on Model Constitutions**. Both of these documents are resources to help improve governance practice in badminton.

The questionnaire and the guidelines referred to below are relevant to both BWF Members and Continental Confederations.

The self-assessment questionnaire has been modified from one that was developed by the Swiss Graduate School of Public Administration (2013) - **Basic Indicators for Better Governance in International Sport** – an assessment tool for international sport governing bodies ([linked here](#)).

Questionnaire

This self-assessment questionnaire covers six areas of governance:

1. Organisational and reporting transparency
2. Democratic process
3. Accountability / Control mechanisms
4. Sport integrity
5. Solidarity.
6. Stakeholders’ representation

For parts 1 to 5, rate your National Badminton Association (NBA) against these indicators below (Score 0 = lowest / Score 4 = highest). [Note Part 6 has a different rating scale].

0	1	2	3	4
Not achieved at all	Partially achieved	Achieved	Achieved - very well	Completely achieved - best practice

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Part 1 - Transparency - Organisation & Reporting (Rate your association (0 = lowest)

	Indicators of Good Governance	Score (0-4)
1.1	NBA (national Badminton Association) publishes its statutes and bye-laws – they are accessible (on website or in print format).	
1.2	NBA publishes its badminton rules / regulations – they are accessible to members.	
1.3	NBA publishes basic information on each member including contact details.	
1.4	NBA publishes basic information, contact details on the governing board.	
1.5	NBA publishes its vision/mission/values and strategic objectives – (if these are available).	
1.6	NBA publishes / makes available the agenda of its general meetings of the membership.	
1.7	NBA publishes on its website an annual activity report, including main events information (or specific reports of events) and reports from council and standing committees.	
1.8	NBA publishes in a timely manner, the minutes of the annual / general meetings.	
1.9	NBA publishes annually, externally and/or independent audited financial statements of account according to recognised national standards.	
1.10	NBA publishes policies for the kind of expense claim allowances / compensation benefits (such as travel allowance for association business) for the governing board and staff.	

Part 2. Democratic Process (Rate your association (0 = lowest / 4 = highest)

	Indicators of Good Governance	Score (0-4)
2.1	NBA bodies meet regularly (for example - annually for general assembly and several times a year for the governing board).	
2.2	NBA members of its bodies are elected using clear procedures described in its statutes, where secret ballot may be allowed from time to time if decided by the membership.	
2.3	NBA has detailed regulations for the nomination of candidates for elections.	
2.4	NBA body's / organs' major decisions are taken in a way where members of the decision making body who have a conflict of interest, are excluded from the discussion and vote.	
2.5	NBA body's / organs' major decisions are taken on the basis of written reports supported by criteria.	
2.6	NBA body's / governing board members and senior managers reflect a reasonable balance in representation of men and women.	

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Part 3. Accountability / Control Mechanisms (Rate your association (0 = lowest / 4 = highest))

	Indicators of Good Governance	Score (0-4)
3.1	NBA has good practice around major purchases / procurement of goods and services.	
3.2	NBA has a system for appeal where decisions can be contested / challenged by members through well-defined internal channels specified in its statutes and bye-laws.	
3.3	NBA recognises in its rules, the Court of Arbitration for Sport (CAS) as an external channel of complaint, appeal and dispute resolution.	

Part 4. Sport Integrity (Rate your association (0 = lowest / 4 = highest))

	Indicators of Good Governance	Score (0-4)
4.1	NBA has or recognises a Code of Ethics/Integrity for its bodies / organs' members and staff including guidelines for receiving/giving gifts from/to individuals or organisations.	
4.2	NBA has conflict of interest regulations.	
4.3	NBA has or recognises rules concerning match fixing.	
4.4	NBA has an independent body (for example an Ethics Commission) to monitor how well rules are applied in 4.1, 4.2 and 4.3 above, and to initiate investigation and to propose sanctions if required.	
4.5	NBA has a confidential reporting tool or system to manage comments, information and allegations by whistle blowers.	
4.6	NBA recognises and complies with the World Anti-Doping Code.	
4.7	NBA has sport integrity awareness / education programmes for its main stakeholders.	
4.8	NBA collaborates with governmental and non-governmental agencies on integrity issues around anti-doping and anti-match fixing.	

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Part 5. Solidarity (Rate your association (0 = lowest / 4 = highest).

	Indicators of Good Governance	Score (0-4)
5.1	NBA has programmes for the development of its sport at elite <u>and</u> grassroots levels.	

Part 6 - Stakeholder Representation

The rating scale is different for part 6.

This part looks at direct or indirect representation of the different stakeholders (athletes, technical officials, coaches) in the different bodies (the governing board, committees, commissions and working groups).

Rate your association against these indicators below (0 = lowest / 4 = highest)

0	1	2	3
Stakeholder not represented in any body	Stakeholder represented in 1 category of body	Stakeholder represented in 2 categories of body	Stakeholder represented in 3 categories of body

	Indicators of Good Governance	Score (0-4)
6.1	NBA has athletes represented in its bodies (governing board / committees / working groups).	
6.2	NBA has referees / umpires / coaches / medical officials represented in its bodies.	
6.3	NBA clubs are represented in the association bodies.	