

Instructions for Governance Assessment Questionnaire for Applicants to become World Anti-Doping Code Signatories

- Updated 2 February 2021 -

1. Introduction

The Governance Assessment Questionnaire is one component of the application process for organizations that seek to become a World Anti-Doping Code Signatory in accordance with the procedure in Article 23.1.3 of the [2021 World Anti-Doping Code](#).

The questionnaire is used to assess whether or not the Applicant meets the “minimum standards in terms of governance” specified in paragraph 3.c.1 of the Policy for Acceptance of new World Anti-Doping Code Signatories.

The questionnaire comprises a Background section, then a set of 20 scored indicators (questions) adapted from the [Association of Summer Olympic International Federations \(ASOIF\) 2019-20 governance assessment questionnaire for International Federations](#).

This document provides instructions for completing and submitting the questionnaire.

2. Filling in the questionnaire

The questionnaire (available to [download here](#)) is a PDF file where you can insert your responses.

The Background section is for information only and is not scored.

For each of the 20 scored indicators (Section B onwards), please read the scoring definitions on the scale from 0 to 4 and choose the most appropriate response for your organization.

The scoring system is explained further in section 7 below.

It is helpful if you can provide evidence to support your choice of score in the corresponding text box. This might take the form of a hyperlink to a page on the organization’s website, a reference to an official document or a short explanation. Internal documents which are not available on the website can be submitted along with the questionnaire. Any documents submitted will of course be kept confidential.

3. Saving the file and sharing with colleagues

The file can be saved as you go so it is possible to fill in part of the questionnaire then return to it later. It can also be shared with colleagues to enable different people to provide input, if you wish.

4. Submitting the questionnaire

Once you have completed the questionnaire, please save the questionnaire file and send it by e-mail to newsignatories@wada-ama.org, along with any supporting documents.

5. Review

Responses will be reviewed and assessed by a third party experienced in sports governance and designated by WADA.

6. Threshold score and possible outcomes

WADA has set the threshold score of the questionnaire at 40 out of a theoretical maximum of 80. The indicators are not weighted or prioritised.

After review, there are three possible outcomes for the Applicant:

- Applicant reaches the minimum standard of governance – the Applicant scores 42 or more and is successful in this stage of the assessment;
- Minor corrective actions - the score is between 36 and 41 (inclusive). The Applicant is invited to take minor corrective actions within an agreed period of time before re-assessment;
- Applicant does not reach the minimum standard of governance - the score is no more than 35. The Applicant is invited to consider governance changes before a potential re-application

7. About the scoring system

The scoring system for WADA's Governance Assessment Questionnaire follows the same principles as the system implemented for the ASOIF 2019-20 governance assessment exercise.

Each of the 20 scored indicators incorporates a separate definition for scores on a scale from 0 to 4. The scores in each case are designed to assess the level of fulfilment of the indicator by the organization, as follows:

- 0 – Not fulfilled at all
- 1 – Partially fulfilled
- 2 – Fulfilled
- 3 – Well-fulfilled according to published rules and procedures
- 4 – Totally fulfilled in a state-of-the-art way

A score of 2 therefore signifies that the organization reaches an adequate level. Scoring 3 or 4 on any indicator is a 'good' performance while a score of 0 or 1 implies that there is more work to be done.