

Rating Criteria - suggestions for consideration

assessment Number	Code	CRITERIA	Suggested Degree of Difficulty	
Evaluation of Governance:				
1	Gv 1	Is the NSA operating under an approved Constitution?	1	
2	Gv 2	Has it been reviewed for validity in the last 5 years?	2	
3	Gv 3	Are Minutes recorded and kept correctly?	1	
4	Gv 4	Does the Annual Report illustrate exactly how the Board achieved its objectives over the past year?	3	
5	Gv 5	Are Annual General Meetings and other scheduled meetings held on time?	1	
6	Gv 6	Is the main Board functioning correctly with all positions filled?	2	
7	Gv 7	Are all Sub-Committees functioning correctly with all positions filled?	2	
8	Gv 8	Does the NSA have an Induction Process or Manual for new officials and is it being used?	2	
9	Gv 9	Are the roles and functions of Office Bearers clearly defined, documented and being used to gauge operational performance?	3	
10	Gv 10	Are the fiscal and legal responsibilities of the Board and its paid staff clearly documented?	1	
11	Gv 11	Are there documented guidelines for deregulated authority?	1	
12	Gv 12	Is there a documented process being used for appraising the performance of the Board and its members?	3	
13	Gv 13	Is there a Performance Review Process used regularly to assess the output of paid staff?	3	
14	Gv 14	Is there a Professional Development Plan being used for the up-skilling of the Board Officials and its paid staff?	3	
15	Gv 15	Does the NSA have an upto date Register of all its affiliates and their correct contact details?	3	
Policy formulation & adoption:				
16	Po 1	Does the NSA have policies in respect of promoting its sport (eg: rule changes to suit age, skill level and physique of Malaysian?)	3	
17	Po 2	Does the NSA have policies to ensure the protection of individuals, provide access and ensure equity in participation? (ie: no form of discrimination)	2	
18	Po 3	Does the NSA have a Drugs-in-Sport policy covering aspects such as education, access to testing, uniform penalty etc?	2	
19	Po 4	Does the NSA have policies and procedures for the use, maintenance and hire of their assets and equipment?	2	
20	Po 5	Does the NSA have a documented process to be followed whenever there are breaches or violations of standard operating procedures, policies etc.?	3	

Financial management:				
21	Fn 1	Is there an Annual Budget formulated and approved by the Board?	1	
22	Fn 2	Does the NSA have an established procedure and report on its monthly financial position?	2	
23	Fn 3	Has the NSA presented Audited Statements of Accounts at its AGM's?	1	
24	Fn 4	Does the NSA have an upto date Inventory Register of all its assets and equipment?	2	
25	Fn 5	Does the NSA have an Asset Management Plan identifying the 'life of all asset' and strategies in place to fund their upgrade or replacement?	3	
26	Fn 6	Does the NSA maintain open and transparent accounting systems and make records available for scrutiny if deemed necessary?	3	
27	Fn 7	Is the NSA able to demonstrate that it has a diminishing level of reliance on Government and other external funding? (ie: can its core operations be funded without outside assistance?)	3	
Marketing & Sponsorship:				
28	Ms 1	Has the NSA examined what aspects it could and what potential it has to market their sport?	2	
29	Ms 2	Does the NSA have and follow a documented Marketing Strategy to promote their sport?	3	
30	Ms 3	Has the NSA prepared sponsorship packages to offer the Corporate Sector in return for sponsorship?	2	
31	Ms 4	Is the NSA in possession of a strategy to service the needs of potential sponsors?	1	
Stakeholder development:				
32	St 1	Has the NSA examined and identified all possible partners with whom they could establish a strategic alliance to propagate and develop their Sport?	2	
33	St 2	Is the NSA in possession of and execute a plan to harness the resources and other potential that lies within potential partners?	3	
Affiliate development:				
34	Af 1	Does the NSA maintain an upto Register with detailed information and keep regular contact with State Associations?	2	
35	Af 2	Does the NSA monitor the performance of the State Associations and document if they are meeting their published targets?	3	
36	Af 3	Does the NSA have a documented strategy and does it assist State Associations	3	
37	Af 4	Has the NSA documented and execute plans to develop clubs in their particular sports?	3	
38	Af 5	Has the NSA prepared material to service the needs of all stakeholders and win their support in respect of developing the sport and improving efficiency in their operations?	3	

Research & statistics:				
39	Rs 1	Has the NSA researched the potential that exists for it to propagate its Sport (ie: how likely is it for Malaysians living in the different parts of the country to take up the sport)?	2	
40	Rs 2	Is the NSA in possession of data and maintain a register in respect of the number of clubs, players, technical officials, coaches and administrators recorded by area of residence, age groups, gender, level of expertise in the various categories etc.?	2	
41	Rs 3	Does the NSA have statistics on the extent of the sport being practised outside their jurisdiction (eg: in a social environment)?	2	
42	Rs 4	Is the NSA in possession of statistics in relation to the number of playing surfaces, whether standard or non-standard, indoor or outdoor, floodlit or not by area?	2	
43	Rs 5	Has the NSA initiated action to determine the best type and most cost effective design of facilities and equipment to suit their sport in Malaysia?	2	
44	Rs 6	Has the NSA collected information to determine 'best practice' and 'poor aspects to avoid' in the future in terms of operations, particularly of expensive sports facilities?	2	
Communication strategy:				
45	Cm 1	Has the NSA assigned media and communication responsibilities to a dedicated Board Member of employee?	1	
46	Cm 2	Is the NSA in possession of computer technology for email and other electronic communication?	1	
47	Cm 3	Does the NSA have a documented strategy and does it release regular media statements about their activities and the development of their sport?	2	
48	Cm 4	Does the NSA send regular newsletters to its affiliates as well as its stakeholders informing them of developments and inspiring them?	2	
49	Cm 5	Does the NSA have strategies or a plan or a contracted person to deal with negative or catastrophic situations or information?	1	
Access & opportunity:				
50	Ao 1	Has the NSA easy to read printed material, videos or DVD's to illustrate the values, benefits and advantages of indulging in their sport?	2	
51	Ao 2	Has the NSA a strategy and execute a plan to attract wide scale participation in their Sport?	3	
52	Ao 3	Has the NSA identified on a priority basis, target groups that are best placed to take up their sport and register as members in one of their clubs?	3	
53	Ao 4	Has the NSA identified the barriers that prevent people from participating in their sport?	2	
54	Ao 5	Has the NSA worked out remedial action to overcome the barriers that prevent people from taking up their sport and implemented these measures?	3	
55	Ao 6	Does the NSA have a strategy in place to include everyone, regardless of ethnicity, gender, social standing or level of skill in their sport?	2	

		State wide development:		
56	Sw 1	Does the NSA have a strategy in place and execute a plan to disseminate information and conduct sport development initiatives in every State and town in Malaysia?	3	
57	Sw 2	Has the NSA assigned responsibility and does it monitor the progress made by officials and/or agencies to undertake State-wide sport promotional work in their sport?	2	
		Initiatives for Membership attraction:		
58	Mb 1	What strategies does the NSA have in place to translate mass participatory interest in their sport in to actual registrations in affiliated clubs?	2	
59	Mb 2	Has the NSA motivated and resourced affiliated clubs to absorb new registrations?	3	
		Events & activities:		
60	Ev 1	Does the NSA have a System of Competitions with low level entry points for new participants and to lead them to higher challenges to achieve elite levels of competence?	2	
61	Ev 2	Has the NSA published a Calendar of events and activities and adhere to it?	1	
62	Ev 3	Does the NSA collate results and data from all their events and activities, analyse trends and use the information to promote their sport?	2	
63	Ev 4	Does the NSA have a documented strategy to attract major international sporting events to Malaysia?	2	
64	Ev 5	Has the NSA shown evidence of collaborating with other NSA's, the OCM and MSN to organise multi-Sport events such as Regional, Asian or other International Games?	2	
		Talent identification:		
65	Ti 1	Has the NSA established protocols for engaging officials to conduct 'Talent Spotting' throughout the country?	2	
66	Ti 2	Has the NSA worked in collaboration with MSN and ISN to undertake 'Talent Identification' based on scientific principles?	3	
67	Ti 3	Has the NSA worked in collaboration with MSN to place identified talent to be nurtured and trained at suitable training centres?	2	
		Athlete development:		
68	At 1	Does the NSA have a documented process illustrating pathways for identified talent at grass roots level to progress to the level of National Teams?	2	
69	At 2	Has the NSA documented guidelines for the provision of various levels of welfare assistance (eg: financial, educational, nutritional, travel, equipment etc) to athletes at the different levels of competence?	2	

		Sports Science support:		
70	SS 1	Does the NSA have a strategic plan for the use of Sports Science in their sport (eg: propagation and education of the values & benefits, encouragement of coaches to use it etc)?	3	
71	SS 2	Has the NSC documented criteria for the provision of a tiered system of sports science proportional to performance for their best athletes?	2	
72	SS 3	Has the NSA documented Standardised Sports Science Test Protocols for use on athletes in the various pools?	3	
		Accreditation systems:		
73	Ac 1	Has the NSA documented Accreditation Systems for all categories and levels of officials identifying course content, testing methods, probationary periods and issue of identity cards or certification in accordance with MSN's National Accreditation System?	2	
74	Ac 2	Does the NSA have a plan in place to review its Accreditation Systems and improve the competence of all Technical Officials through refresher training and certification of upto date and higher level of qualification?	2	
75	Ac 3	Does the NSA maintain an upto date Database of all categories of Technical Officials trained and engaged at the different levels in the various parts of the country?	2	
76	Ac 4	Has the NSA Induction Manuals for Board Members, staff and other Technical Officials so that they smoothly commence their tasks and not slow down or interrupt operations?	2	
		Volunteer development:		
77	V 1	Does the NSA have a documented plan to recruit new volunteers?	3	
78	V 2	Does the NSA have a documented plan to retain existing volunteers?	3	
79	V 3	Does the NSA have a documented plan to recognise all volunteers?	3	
		Technical officials development:		
80	To 1	Has the NSA a plan to educate and further develop Technical Officials (refer to section 1.7.2)?	3	
81	To 2	Does the NSA send regular Newsletters to Technical Officials to update them with the latest developments and keep them motivated?	2	
		Coach education & servicing:		
82	Ce 1	Has the NSA a documented plan to attract people to take up coaching, educate and certify them,?	1	
83	Ce 2	Does the NSA have a strategy in place to provide pathways for junior coaches to rise to the ranks of senior coaches?	2	
84	Ce 3	Does the NSA provide on-going support to coaches regardless of where they live or at what level they work in?	3	
85	Ce 4	Has the NSA prepared a 'Code of Ethics' for coaches to sign and adhere to?	1	

Overall facility planning:				
86	Fc 1	Is the NSA in possession of a plan which identifies the strategy it will adopt to ensure that there are adequate facilities spread throughout the country to propagate their sport?	2	
87	Fc 2	Has the NSA examined linkages to other providers of sports facilities (eg: schools, Local & State Governments etc) to have joint and maximised use of existing facilities?	2	
Maintenance guidelines:				
88	Mt 1	Has the NSA initiated action to collect good and bad practises in terms of sports facility operations so that this information can be disseminated for the benefit of others?	1	
89	Mt 2	Has the NSA commissioned external bodies to undertake standard 'Life of Asset' computations so that their affiliates will be better prepared on how to maintain existing facilities to gain longevity and be ready for replacement whenever that happens?	3	
90	Mt 3	Has the NSA sought external assistance to prepare Asset Management Guidelines and Maintenance Procedures for their affiliates who own, lease or manage facilities?	2	
Long term Planning				
91	PI 1	Has the NSA a vision on what the Association should look like 5 years ahead and documented strategies to achieve its projected growth (ie: does it have a 5-year strategic plan)?	3	
92	PI 2	Does the NSA have overarching Business Plans and Annual Operating Plans, fully costed and tied to available resources?	3	
Compliance:				
93	Cm 1	Can the NSA demonstrate that it has consulted all stakeholders in its planning operations?	1	
94	Cm 2	Do the NSA's Operational Plans align with the long term strategic plans of the Association?	1	
95	Cm 3	Does the NSA undertake a formal evaluation of its operation and publish the results?	2	
96	Cm 4	Does the NSA document and report to its affiliates, plan compliance, progress made and adherence to its strategic plans?	1	