



Masters Swimming Australia

Governance Guidelines

Document History	Approved	Summary of Changes
Policy Name:	Good Governance Checklist	
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Previous Update	Draft May 2024. Change of name: Governance Guidelines	Updated to reference Australian Sports Commission Game Plan & Governance Principles
Latest Update	Update August 2024	Consistency check

GOVERNANCE GUIDELINES

Good governance is central to ensuring that Committees of Not-for-Profit community groups are effective at leading the organisation they serve while also meeting their legal and compliance responsibilities.

The Australian Sport Commission (ASC) has developed numerous tools and resources to assist Boards, Committees, Directors and Clubs to provide good governance practices.

According to the ASC, in their publication of “*The Startline, Good Governance principles*” governance is:

- The ‘brain’ – the thinking and monitoring part of the organisation
- Leadership in terms of purpose, strategy and values
- The structures and processes for decision making in the organisation
- Ongoing, deliberate and proactive
- A set of checks and balances for managing risks
- A method of evaluating organisational performance

The ASC has developed a free online platform “[Game Plan](#)” that allows sport clubs of all sizes to get insights via quick and easy module assessments into their current capability in key areas of club administration. It then supports ongoing club development with tools and resources allowing growth in priority areas that have been identified through simple assessments.

This platform can also be used by State Boards and Committees and is based on the 9 Sport Governance Principles as published by the ASC.

The following is a quick reference guide to nine principles as identified by ASC which can be used by a club to guide good governance. The full ASC Sport Governance Principles & Framework publication providing greater detail can be found [HERE](#)

Principle 1:

Values driven culture and behaviours

An organisations culture and behaviour should be underpinned by values which are demonstrated by Committees and embedded in decisions.

Principle 2:

Aligned sport through collaborative governance

Across sport, Committees should work together to govern collaboratively and create alignment to maximise efficient use of resources.

Principle 3:

A clear vision that informs strategy

The Board or Committee is responsible for overseeing the development of the organisations vision and strategy as well as determining what success looks like.

Principle 4:

A diverse Board/Committee to enable considered decision making

A Board should be a diverse group of people who collectively provide different perspectives.

Principle 5:

Documents that outline duties, powers, roles and responsibilities.

An organisation should clearly define and document its structure and the duties, responsibilities and powers of the members, Directors, Committee and management.

Principle 6:

Board and Committee processes which ensure accountability and transparency.

Through effective processes and continual review of its performance, the Board or Committee is able to demonstrate accountability and transparency to members and stakeholders

Principle 7:

A system which protects the organisation.

To proactively protect the organisation from harm the Board or Committee ensures the organisation has and maintains robust and systemic processes for managing risks

Principle 8:

A system for ensuring integrity

An organisation should have measures and protocols to ensure integrity of the sport and safeguard its participants.

Principle 9:

Embedded systems of internal review to foster continuous improvement.

The Board or Committee must have an appropriate system of internal controls to enable it to monitor performance and track progress against strategy and address concerns.

The full ASC Sport Governance Principles & Framework publication to provide greater detail can be found [HERE](#)