

## **IPACS Benchmark Guidelines**

**Updated 7 November 2021**

### **IPACS Benchmark A6 – The organisation makes public an annual activity report, including institutional information, and main event reports**

#### Definitions

- Annual activity report – a document which describes the activities of the organisation over the course of a year in a consolidated report
- Institutional information – reports and activities related to the governance of the organisation, such as outputs and outcomes delivered (ideally linked to the strategy), key decisions and important changes

#### Introduction to this Benchmark and its significance

- It is important that a range of stakeholders, both inside and outside the organisation, can gain an understanding of the yearly activities in a format that is easy to digest

#### Commentary on the action to be taken

- The organisation should have and publish annual reports that include institutional/governance information in addition to regular news stories about IF activities
- Typical content would include, for example: reports from the leadership and departments/committees; summary of sporting activity; outputs and outcomes (such as participation in events and training or development work, ideally linked to the organisation's strategy); key decisions taken by the General Assembly, Executive Board and/or other bodies; important changes, such as in staffing roles; audited financial accounts and financial summaries (but the accounts may be published separately if the timing makes it impractical to include them in the annual report – see Recommendation A7)
- No log-in or registration should be required to download or read the annual report

Investment requirement – limited – for smaller organisations a range of information which is already probably available internally can be combined into a fairly simple PDF; larger organisations may have the design work done professionally

#### Guidance according to stage of organisation

##### Early stage

- The organisation produces a simple annual report which combines a set of reports on the organisation's activities throughout the year (such as a plain PDF document)
- Regular news stories/press releases on the organisation's activities are also to be published

##### Developing

- Detailed annual reports are published on a dedicated section of website
- At least two annual reports are published

##### Advanced

- Detailed annual reports are published on a dedicated section of website covering at least the last three years  
Additional detail is available beyond the annual report on specific aspects of the organisation's activity, including statistical measures of performance

## Good practice examples

### International Federations (from June 2020)

- ITF: ITF [Annual Reviews](#) are available dating back several years
- World Taekwondo: Recent [annual reports](#) are published, which include a good range of institutional information
- International Cricket Council: [Annual reports](#) are published dating back a number of years
- International Floorball Federation: Multiple [annual reports](#) published

### Overall standard among International Federations:

- 24 out of 31 members of ASOIF published at least one annual report
- This topic was one of 20 covered in the 2018-19 GAISF assessment for non-Olympic sports (compared to 50 topics for Olympic sports) as it was judged to be important and feasible for small organisations to achieve

### Continental Bodies

- UEFA: Archive of [annual reports](#) published

### National Olympic Committees

- Finnish Olympic Committee: Annual reports published as part of [General Meeting documents](#)
- Sports Federation and Olympic Committee of Hong Kong, China: [Annual reports](#) available dating back a number of years
- Jordan Olympic Committee: [Annual Report](#)

### National Federation

- Rugby Canada: [Annual Reports](#)

### Selected references

- [ASOIF GTF Questionnaire 2019-20](#), Indicator 2.6
- [SIGGS](#): Roadmap Principle 3 Headline 3, Availability of documents
- Parliamentary Assembly of the Council of Europe, [Addendum to the report “Working towards a framework for modern sports governance”](#) (Criterion 1.6: Make public an annual activity report)
- Geeraert, A. (2018). [Sports Governance Observer 2018](#). An assessment of good governance in five international sports federations (Principle 6: The organisation publishes annual general activity reports on its website)

### ASOIF indicator 2.6 – scoring definitions used in the 2019-20 assessment

- 0 – No
- 1 – Some news published on IF website
- 2 – News published regularly and an annual report available on IF website
- 3 – News published regularly and multiple years of annual reports, easy to find on IF website
- 4 – Full publication, at least the three most recent years, easy to find on IF website, with extra data or explanation