

## Glossary

Below is a glossary of key terms used in the SIGGS 3.0 Tool, each accompanied by a clear definition to enhance understanding and application.

<b>Alt-text</b>	Alternative text - is a brief description embedded in an image's HTML code that provides context and accessibility for users who cannot view the image, such as those using screen readers.
<b>Anti-Corruption</b>	Refers to measures and activities aimed at preventing, detecting, and addressing corrupt practices in order to promote transparency, integrity, and accountability in institutions and governance.
<b>Anti-doping</b>	Efforts and regulations aimed at preventing the use of performance-enhancing drugs in sports to ensure fair competition and athlete health.
<b>Anti-discrimination Rules</b>	Regulations that prohibit unjust or prejudicial treatment of individuals or groups based on protected characteristics such as race, gender, age, or disability.
<b>Autonomy</b>	The right or condition of self-government, especially in decision-making, without external control.
<b>Board</b>	The highest decision-making body below the General Assembly, composed of elected individuals, often referred to as the Executive Committee or Council, is responsible for overseeing the organisation's operations.
<b>Checks and Balances</b>	A system where different bodies or individuals within an organisation have powers that ensure no single entity has unchecked authority, promoting fairness and accountability.
<b>Code of Conduct</b>	A document that outlines the expected behaviours and responsibilities of individuals associated with the organisation, including standards of professionalism and ethics.
<b>Code of Ethics</b>	A document that defines the ethical values, principles, and rules of the organisation, covering areas such as anti-corruption, conflicts of interest, and overall standards of behaviour
<b>Commissions</b>	Specialised committees or bodies with defined terms of reference that report to the governing body and focus on specific areas of the organisation's activities.
<b>Competition Manipulation</b>	The act of influencing the outcome of a competition in an improper or unlawful manner to gain an unfair advantage.
<b>Confidential reporting mechanism</b>	A secure and anonymous system that allows individuals to report any violations of law, regulations, or internal policies without fear of reprisal.
<b>Conflict of Interest</b>	A situation where an individual's personal interests could improperly influence their decisions or actions within an organisation, even if the conflict is not explicitly declared.

<b>Corruption</b>	The abuse of entrusted power for private gain, including practices such as bribery, embezzlement, fraud, extortion, and other illegal or unethical activities.
<b>Data protection laws</b>	Legal regulations, such as the General Data Protection Regulation (GDPR), that govern the collection, processing, and storage of personal data to protect individuals' privacy.
<b>Diversity</b>	The inclusion and representation of individuals from a wide range of backgrounds, characteristics, and perspectives, reflecting the broader society.
<b>Due diligence assessment</b>	A thorough review and evaluation of an individual's qualifications or a project's eligibility/organisation's credibility, often conducted by independent parties to ensure integrity.
<b>Ethics committee</b>	A group of individuals with expertise in ethics, responsible for overseeing the application of the organisation's Code of Ethics and handling issues such as conflicts of interest.
<b>General Assembly</b>	The highest decision-making body of an organisation, typically comprising all members, that convenes to vote on key issues, including electing board members and amending statutes.
<b>Good Governance</b>	A framework that ensures an organisation is managed in a transparent, accountable, and effective manner, with systems in place to achieve strategic goals and uphold integrity. In 2013, the EU's Expert Group on Good Governance produced their own version of Principles of good governance in sport, which included this definition: "The framework and culture within which a sports body sets policy, delivers its strategic objectives, engages with stakeholders, monitors performance, evaluates and manages risk and reports to its constituents on its activities and progress including the delivery of effective, sustainable and proportionate sports policy and regulation"
<b>Independent person</b>	An individual who has no ties or connections to the organisation, allowing for impartial decisions or assessments.
<b>Integrity</b>	The adherence to ethical principles and standards, ensuring honesty, fairness, and respect in all actions, fostering trust in the organisation and its activities.
<b>Internal appeal mechanism</b>	A formal process that allows individuals or entities to challenge decisions made by the organisation, ensuring fairness and the opportunity for review by independent parties.
<b>Key Stakeholders</b>	Individuals, groups, or organisations with a significant interest in or influence on the organisation's activities, including athletes, staff, members, and external partners.
<b>LBGTQIA+</b>	An inclusive term that stands for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and other sexual orientations and gender identities, representing diversity and inclusion.
<b>Member Organisations</b>	Entities that are formally affiliated with or part of a larger governing body or organisation.

<b>Minutes</b>	The official written record of a meeting’s discussions and decisions, typically approved by attendees as an accurate reflection of proceedings.
<b>Mission</b>	The purpose and overarching goals of an organisation, outlining how it intends to contribute to its vision.
<b>Organisational structure</b>	A diagram or description that shows how an organisation is arranged, including the relationships between departments, staff, and governing bodies.
<b>Personal integrity</b>	The consistent demonstration of ethical behaviour, including honesty, openness, and fairness, which serves as a model for others.
<b>Policy</b>	A formal statement outlining an organisation’s principles and commitments, providing guidance for decision-making and actions.
<b>Policy of zero tolerance</b>	A strict policy whereby any violation of rules or standards is met with immediate action, signalling that unacceptable behaviour will not be overlooked.
<b>Public authority</b>	A government or state institution that has regulatory or supervisory powers over certain activities or sectors.
<b>Remedy</b>	A corrective action or solution provided to address a wrong or grievance, often following a legal or organisational procedure.
<b>Risk assessment</b>	The process of identifying, analysing, and prioritising risks that could affect the achievement of an organisation’s goals, followed by strategies to manage or mitigate these risks.
<b>Safeguarding</b>	Protective measures designed to ensure the well-being of individuals, particularly vulnerable persons, and to prevent abuse, harassment, or harm within the organisation’s activities.
<b>Safe Sport</b>	Initiatives and policies aimed at ensuring that sports environments are free from harassment, abuse, discrimination, and other forms of harm, promoting a positive and supportive atmosphere.
<b>Secret ballot</b>	A voting process in which individuals cast their votes anonymously to protect their privacy and prevent undue influence.
<b>Statutes</b>	The foundational legal documents, such as a constitution or Articles of Association, that define an organisation’s structure, governance, and operational rules.
<b>Strategy</b>	A long-term plan outlining how an organisation will achieve its objectives, typically involving specific actions, resource allocation, and performance metrics.
<b>Strategic Human Resources Management</b>	The process of aligning an organisation’s workforce with its strategic objectives, ensuring that talent is effectively managed and developed to meet long-term goals.
<b>Strategic objectives</b>	Key long-term goals set by an organisation to fulfil its mission, often broken down into specific, measurable targets.
<b>Term limits</b>	Rules that set a maximum duration for which individuals can serve in leadership or decision-making roles, preventing prolonged control by the same individuals.

Third-party risk	Potential risks arising from the actions or performance of external entities, such as suppliers or partners, that may impact the organisation’s reputation, legal standing, or operations.
Transparency	Operating in a manner that allows stakeholders to easily observe, understand, and scrutinize the actions and decisions of the organisation, fostering openness and accountability.
Unethical behaviour	Actions that violate moral norms or the organisation’s Code of Ethics, such as dishonesty, conflicts of interest, or corruption.
Values	Core principles that guide an organisation’s culture, actions, and decision-making, reflecting its commitment to ethical behaviour and purpose.
Vision	An aspirational statement describing the long-term desired impact or future state the organisation seeks to achieve.
Volunteer	An individual who freely offers their time and services to support the organisation without receiving financial compensation.
Whistleblower	A person who exposes illegal or unethical activities within an organisation, often through confidential or anonymous channels, to protect the public interest or organisational integrity.