



Program
EXCELLENCE

Self-Assessment Tool for Program Quality

INITIAL DRAFT FOR REVIEW

Note:

This tool should be used in conjunction with the 10 'building blocks' of Program Quality standards. The intent is for Accredited Program leaders and/or SOI staff to focus on the most urgent and important blocks for a Program at a particular point in time, not to assess or use them all at once. This tool is designed to help use the standards at a Program or sub-Program level.

Leading a Program		
Questions	Status	Actions
Is there a process for how staff interact with the Board? If yes, is it effective?		
What does the Board do to build staff confidence and motivation?		
What steps are taken to ensure a strong relationship between National Director and Board Chair?		
How strong is collaboration between your Program and SOI?		
How are athletes involved in Program leadership?		
How do your Program Leaders seek new ideas or opportunities to make changes or grow the Program?		
What is the process for appointing staff?		
How is staff remuneration decided?		
What is the process for recruiting new volunteers?		
What training is provided for Program leaders? Who provides it?		
What training is provided for staff? Who provides it?		
What training is provided for volunteers? Who provides it?		
Who reviews staff performance and how often does that take place?		
What does your Program do to recognise and retain good staff?		
What does your Program do to recognise/retain good volunteers?		
Does your Program keep HR records that meet regulatory requirements?		
Are background checks conducted for staff and volunteers?		

Sport Essentials		
Questions	Status	Actions
Does your Program have a written plan for recruiting new athletes?		
Does your Program have a written plan for developing sports?		
How regularly do athletes train in your Program?		
What does your Program do to encourage more regular athlete training and personal improvement?		
What is the process for recruiting new coaches?		
What training is provided for Coaches? Who provides it?		
What does your Program do to recognise and retain good volunteers?		
What model(s) of Unified Sports does your Program offer?		
How will your Program grow Unified Sports?		

Games and Competitions Essentials

Questions	Status	Actions
How does your Program ensure that Sport Rules, including Divisioning, are properly implemented?		
How regularly do athletes have an opportunity to compete? At what levels?		
What is the process for advancement from one level to another?		
What do you do to help athletes and parents understand the advancement process?		
What does your Program do to attract spectators to events?		
Who runs events?		
Who organizes Opening Ceremonies and how long are they?		
Does your Program evaluate events?		
What training do volunteers get to work at an event?		
Is insurance cover put in place for all events?		
How does your Program ensure that events are run within budget?		
How does your Program ensure that venues are safe to use and safely run?		

Raising Funds		
Questions	Status	Actions
Does your Program have a written fundraising plan?		
How often is it reviewed and updated?		
What type of fundraising does your Program do? What materials are used?		
Who does the fundraising? How are potential new funders identified?		
What is the Board role in fundraising?		
Does your Program have the capacity to submit grant applications?		
What are the sources of funding for your Program?		
Does your Program get any value-in-kind?		
Does your Program have a list of targets for new funding?		
What does your Program do to retain existing funders?		
How does your Program keep existing donors updated?		
How are existing donors recognised and thanked for their support?		
How does your Program research potential donors to ensure they are reputable?		

Brand Awareness & Communications		
Questions	Status	Actions
How does your Program implement SOI brand guidelines?		
Does your Program have a written plan for raising awareness?		
What marketing does your Program do? What materials are used?		
How are athletes involved in marketing?		
Does your Program have a trained media spokesperson? Who is it?		
How does your Program keep media informed?		
Does your Program track and keep media coverage?		
How are your sub-Programs and local Programs kept informed about what is happening in the Program?		
How does your Program office interact with sub-Programs and/or local Programs?		
How satisfied are sub-Programs and local Programs with internal comms?		
Does your Program have any partnerships or strong relationships with marketing or media professional services?		
What awareness or coverage does your Program generate?		
Does your Program have a crisis communication plan? How are staff and/or key volunteers trained on the plan?		

Community Building		
Questions	Status	Actions
Are athletes serving in leadership roles?		
What roles are they serving in?		
Do you have an athlete leadership training plan?		
Is there an athlete committee providing input to your Program leadership?		
Is there an athlete input process (not a committee)?		
Does your Program have a system of tracking numbers of athletes serving in leadership roles?		
Does your Program implement an athlete leader recognition plan?		
Does your Program require athletes to submit medical forms?		
Is there a record of medical forms kept and updated?		
Does your Program have a Healthy Athlete Program?		
Does your Program have a cash or VIK supporter for Healthy Athlete Program?		
Is there a system for providing athletes, families and caregivers results of screenings?		
Does your Program communicate the importance and impact of health and wellness to all athletes, partners, coaches and families?		
Community Building (continued)		
Questions	Status	Actions
Does your Program actively recruit youth (without ID)?		
Are youth involved as athletes and partners? How?		
Does your Program have a relationship with educational institutions? Which ones?		
Is there a process whereby the family Board member consults with families?		
Does the Program have a system for recruiting families?		
Do the families receive orientation once recruited?		
Are family members involved in leadership positions? What leadership roles?		
Does your Program regularly provide families with information targeted to the needs of family members?		
Does your Program have a Young Athlete Program?		

Government & Partner Relations		
Questions	Status	Actions
Does your Program have a written plan for developing relations with political parties and leaders?		
How does your Program keep political parties/leaders updated?		
Do political leaders attend Special Olympics events?		
Is your Program actively developing relationships with a variety of Government ministries and agencies?		
Does your Program get any funding from Government?		
How does your Program find out about public sector grant opportunities?		
Does your Program have any partnerships or strong relationships with public sector organizations?		

Program Governance		
Questions	Status	Actions
What is the current Board composition and does it meet accreditation requirements?		
Are your Board members active and do they have influence in business, politics, etc.?		
Does your Board have a finance committee? Who serves on it? How often does the Board review financial reports?		
Does your Board display integrity and leadership qualities?		
What strategies are used to recruit Board members?		
How is the Chair appointed?		
What skills does your Board have (e.g. fundraising, accounting)? Is a regular skills assessment conducted?		
Has your Board received Special Olympics training? If so, when and by whom?		
How often does your Board meet?		
Does your Board adhere to term limits?		
Does your Board agree written goals and targets with the National Director?		
Does your Board have written roles and responsibilities? Do they include fundraising?		
How does your Board get input and feedback from sub-programs?		
How does your Board act on input and feedback from sub-programs?		

Planning & Finance		
Questions	Status	Actions
Does your program have an annual planning process?		
What is the Board's role in the process?		
How are key constituents involved?		
Does your plan have the basic elements necessary (e.g. goals, metrics)?		
Who tracks the plan and how?		
How often are reports provided to the Board?		
Does your Program have written financial policies and procedures that comply with accounting standards?		
Are annual written financial statements approved by the Board?		
How well does your Program adhere to budget?		
What is the procedure for making payments and who approves payments?		
How is petty cash managed?		
How are receipts and accounting records managed?		
How and when are salaries/stipends paid? Are payslips provided?		
Is the bookkeeper related to any of the staff or Board?		
Planning & Finance (continued)		
Questions	Status	Actions
Does your Program obtain 3 quotations for goods and services?		
Are there written thresholds above which Board approval is required?		
What financial systems does your Program have in place?		
Is it clear who is responsible for managing each set of Program funds?		
Who is responsible for cross-checking proper implementation of financial procedures?		
How is value-in-kind accounted for?		
How is your budget developed? Who is involved and who signs off?		
What grants does your Program get?		
How does your Program ensure it complies with the terms and conditions of the grants?		
Does your Program operate separate accounts for each grant?		
How does your Program track expenses for each grant?		
How many bank accounts does your Program have?		
How many signatures are required for approval of transactions? Who signs, and are any of the signatories related to each other?		
Does your Program formally identify key risks and how it addresses them?		

Digital & Technology		
Questions	Status	Actions
How does your Program identify and address its technology needs?		
What IT hardware does your Program use?		
Does your Program use basic office applications?		
How does your Program manage athlete and competition data?		
How does your Program store electronic information?		
How does your Program manage volunteers and family data?		
How does your Program manage donor information?		
How does your Program collect and validate information for the Census?		
Does your Program have a backup system?		

Additional Notes		
Topic	Notes	Actions