



Self Assessment Tool

Getting Ready

Self Assessment Responses

There are a range of statements relating to each principle. As you answer each statement consider the evidence to support your answer. Please note it is recommended that clubs/settings consider and attempt all questions. If some questions are not relevant or too difficult, keeping moving and come back if time permits.

Club Overview

This section is for your club to record the number and gender breakdown of volunteers and staff in key club roles.

This can help recognise the different club roles, areas where the club may have an unequal gender balance and identify opportunities to engage more women and girls, men and boys, transgender and gender diverse people across all levels of the club.

Club Role please use numbers	Women/ Girls	Men/ Boys	Trans- gender	Gender Diverse	Prefer not to say
Junior Player <18 years					
Senior Player >18 years					
Paid Staff					
Committee					
Coaching					
Team Management					
Officials, e.g. umpires, scorers, referee					
Other Volunteers, e.g. canteen manager					

Principle 1

Infrastructure

Community sports and active recreation infrastructure and environments are **genuinely welcoming, safe and inclusive**.

Community sport and active recreation settings play an important role in providing inclusive, welcoming and respectful environments that encourage participation from all genders. By addressing barriers and implementing supportive policies and practices, clubs can create an environment where everyone feels safe, respected, valued and accepted.

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
1. Our club ensures all facilities are well maintained and are safe and suitable for all genders to use.				
2. Our car park has designated accessible parking.				
3. People using wheelchairs, mobility devices or prams can fully access all of the club's facilities and buildings.				
4. To ensure feelings of safety, all our facility lights are currently working and are appropriately used until all games, trainings and meetings have finished and participants have dispersed.				
5. Our change rooms and/or toilets are clean and tidy, and sanitary bins are readily available to all users.				
6. Our facility has separate (or allocated) change rooms with toilet and shower facilities that are clearly and appropriately labelled for both female and gender diverse players, umpires and coaches.				
7. Our club provides spectators and visitors with access to all amenities, including bathrooms and baby change facilities.				

Principle 2

Roles in Sport

Women and girls, transgender and gender diverse people are **encouraged to participate in all aspects of community sport and active recreation** including as a player, coach, administrator, official, volunteer and spectator.

Having more women, girls, and gender diverse people participating in all levels and roles within sports and recreation settings can help broaden the knowledge base and expertise within clubs and provide great opportunities for members to develop new skills and try different roles.

When allocating club roles, it is important to select individuals based on their skill level or interest, rather than assuming positions based on gender.

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
1. Our club has a Welcoming Officer responsible for ensuring all new members are provided with accessible membership and club information.				
2. Our club has a balance of all genders participating in the club.				
3. Our club provides equal amounts of training, education, development and mentoring opportunities for people of all genders in both volunteer and paid positions.				
4. Our club sets goals that focus on equal representation in decision making roles across different aspects of the sporting club (Executive Committee, and coaching/officiating roles).				
5. Our club ensures that for paid and appointed roles, all genders receive equal pay for the same role e.g. administrators, coaches, and other game day officials/staff.				
6. Our club aims to increase the gender balance in all club roles and encourages people to take on 'non-traditional' gender roles, e.g. men in the canteen, women in coaching roles.				

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
7. Our club invests into the long term planning and sustainability of programs that encourage participation of women, girls, transgender and gender diverse people.				
8. Our club provides resources and funding to support development pathways for women and girls, transgender and gender diverse people in sport.				
9. Our club sets participation targets for women and girls, transgender and gender diverse people.				
10. Our club has a committee/network to champion womens' and gender diverse participation in sport.				
<p>11. Our club provides a range of sporting options that considers the needs of the following groups:</p> <ul style="list-style-type: none"> • Women and gender diverse people who identify as LGBTIQ+. • Older women and gender diverse people. • Women and gender diverse people living with disability. • Women and gender diverse people from diverse cultural backgrounds. • Women and gender diverse people who identify as First Nations Aboriginal and/or Torres Strait Islander. <p>NB: It is important to recognise that people can belong to several groups and that barriers faced can be overlapping.</p>				

Principle 3

Allocation and Scheduling

Women and girls, transgender and gender diverse people have fair access to and use of community sport and recreation infrastructure which is of the **highest quality**, at the **most convenient location** and **times** and includes **new opportunities and sports**.

By having allocation policies for facilities, resourcing and equipment, and by offering varied formats of the game or activity, clubs and recreation settings can further increase opportunities for engagement and participation in the broader community.

Through consultation, clubs and settings can make informed decisions guided by member need and input.

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
1. Our club has an allocation policy that provides fair access for participation, e.g. ground rotation for training and games to ensure access to the different standards of facilities.				
2. Our club consults with players, coaches and parents to understand the needs of participants and preferred times before allocating training and game times.				
3. Our club ensures fair allocation of umpires, coaches and medical/trainer support to all teams.				
4. Our club regularly undertakes an equipment audit to ensure it is being shared fairly amongst all the teams.				
5. Our club encourages participation in a range of different ways by offering varied formats of the game: e.g. entry level/beginner initiatives, modified sports, social, introductory and non-competitive opportunities for new, returning or inexperienced participants.				

Statement	Yes, we always do this well.	Yes, we sometimes do this	No, this needs more work.	Comments and examples
6. Our club has low commitment/flexible options to introduce new players to the sport/club and ensure people can participate in ways appropriate to their culture and faith e.g. flexible training, low cost options, wearing a hijab, modified events/trainings held over Ramadan.				
7. Our club supports, and assists community programs and events for women and girls to get active. e.g. Sports Club 'Come n Try' programs, 'This Girl Can' campaign, Get Active Victoria, 'Step-tember'.				
8. Our club monitors and can demonstrate how we are fairly allocate events, trainings and games e.g. via a spreadsheet or survey.				
9. Our club creates and implements access schedules for change rooms that provide a safe environment on game and training days.				
10. Our club ensures highlighted events or special opportunities are considered equally e.g. match of the round, broadcasted games, kids running through the banner at senior games.				



Principle 4

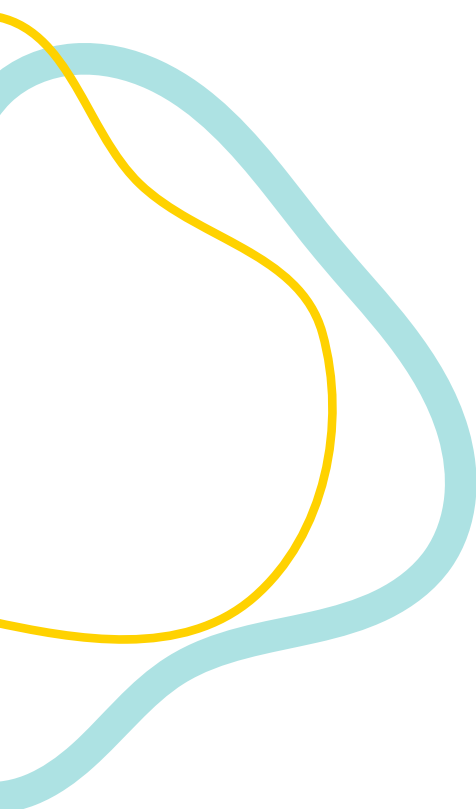
Leadership

Women and girls, transgender and gender diverse people are equitably represented in **leadership** and **governance** roles.

Sporting clubs are in a unique position to promote equal opportunities for women and girls, transgender and gender diverse people. Having greater gender balance in leadership and governance roles allows the voices, opinions, and experience of all to be expressed and represented in important club decision making and planning.

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
1. Our club set goals around the number of women on a committee, in executive positions, coaching, selection panels and other officiating roles to ensure a balanced approach to leadership.				
2. Our club captures data and monitors gender balance in committees and decision making.				
3. Our club offers programs and initiatives for leaders of all genders to feel supported and encouraged in their roles.				
4. Our club investigates and provides opportunities for resources, mentorship, and training that are accessible and inclusive for all.				
5. Our leaders are good role models and regularly communicate the club's stance of equality. Club leaders are able to respond confidently and appropriately to sexist behaviour such as sexist language, derogatory comments and unfair treatment relating to gender.				
6. Our club has targeted strategies in place to recruit women and girls and gender diverse people to our club.				
7. Our club asks women and girls, transgender and gender diverse people for genuine input and feedback regarding: best time and place for committee meetings, leadership pathways, mentoring support etc.				

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
8. Our club ensures women, transgender and gender diverse people are actively involved or have their voices heard in all planning and decision making e.g. inclusion of items in club strategic plans, in committee meetings and in feedback processes.				
9. Our club annually reviews how equal, safe, welcoming and inclusive our club is via an anonymous member survey. Our club uses information from this survey to assist in identifying areas for improvement.				



Principle 5

Culture and Environments

All user groups who access community sport and active recreation infrastructure are encouraged and supported to understand, adopt and implement **gender equitable access** and **use** practices that are genuinely **welcoming, safe and inclusive**.

Club culture extends both on and off the field. A positive club environment is embedded in club practices; from strategic planning and policies, through to rewards, recognition and celebrating diversity.

A club environment that is welcoming, safe and inclusive can help attract and retain members, leading to increased club engagement and membership.

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
General				
1. Our club is continually and actively working to improve its culture to be a welcoming place for all genders by completing and reviewing this toolkit regularly to help identify areas for improvement.				
2. Our club has embedded Gender Equity practices into our club Action Plan and/or Strategic Plan.				
3. Our club offers regular behaviour change training and development programs for leaders, volunteers, players and members. e.g. Active Bystander training, Respectful Relationships training.				
4. Our club supports all members including men and boys in training on how to be allies or mentors.				
5. Our club provides useful information about local health, social and support services.				
6. All club events and fundraising activities are family friendly, whole of club, accessible and inclusive of all genders, ages, cultures and abilities and do not reinforce gender stereotypes (e.g. a majority of women serving meals and men behind the bar/cooking BBQ).				

Statement	Yes, we always do this well	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
7. Our club uses money raised by fundraising activities in a fair and equitable manner.				
8. Our club actively seeks to understand and address barriers to access for members (language, uniforms equipment, travel and finance), e.g. it provides payment plans for membership fees and other costs.				
9. Our club has a flexible uniform policy and considers the needs of all genders and body sizes when ordering options for players and volunteers' uniforms and apparel.				
10. Our club offers an inclusive registration process e.g. use of pronouns and different gender options.				
Recognition				
11. Our club ensures equal reward and recognition of players, members, and volunteers of all genders e.g. there are equal displays of club room pictures, trophies and awards.				
12. Our club ensures our social media presence, club documents and language used is inclusive and showcases our effort towards fairer access. (e.g. Chairperson instead of Chairman, seniors and juniors instead of boys or girls).				
13. Our club uses signage and images that reflect our broad membership, including women, people of all genders, diverse cultures, people with a disability and/or people who belong to First Nations communities e.g. in our club newsletter, websites, photos around the club rooms and promotional materials.				
Diversity				
14. Our club celebrates diversity, gender equity and inclusion by participating in social awareness campaigns such as e.g. International Women's Day, Indigenous Round, White Ribbon Day, Pride Cup/Pride Round, Orange Round, 16 Days of Activism, Wear it Purple, International Day of Persons with Disabilities.				
15. Our club encourages participation and tailors programs to meet the needs of priority groups including: the LGBTIQ+ community, people from culturally and linguistically diverse or First Nations backgrounds.				

Statement	Yes, we always do this well.	Yes, we sometimes do this.	No, this needs more work.	Comments and examples
16. Our club takes action to provide information in other languages as needed including promotional materials and signage.				
Process and Policies				
17. Our club is a ' Good Sports Club ' by supporting responsible alcohol management, having alcohol free, family friendly gatherings and purposefully limiting the focus on alcohol at other events.				
18. Our club has an anonymous feedback process where we can check if all members, and in particular, women and gender diverse people feel safe using our facilities.				
19. Our club has a formal feedback process for complaints that we encourage members to use. We ensure to act and respond accordingly.				
20. Our club has policies around acceptable behaviour (e.g. Code of Conduct), and policies outlining proposed action to be taken if required. Policies cover all of the following situations: use of unacceptable language, verbal abuse, sledging, display of inappropriate images or materials and sexual harassment.				
21. Our club has a member protection policy that covers gender, sexuality, race, ethnicity, disability, cultural background, religion and age. It is promoted and communicated to our members.				
22. Our club sets expectations around player, coach, parent, volunteer and spectator code of conduct, including the ' Fair Play Code ' and other relevant rules.				

Principle 6

Reward, Celebrate and Prioritise

Access, use and support to all user groups who demonstrate **ongoing commitment** to **gender equitable access** and **use** of allocated infrastructure is prioritised.

Celebrate your success! Promote your club or setting's journey and how you are working to achieve fair access and usage of community infrastructure for all genders in your club and the wider community.

Celebrate by:



Sharing your success on your club or setting's website with a story and/or photos.



Share images on your social media of how your club embeds a whole-of-club approach to gender inclusion, e.g. awards nights, trophy cabinets, diversity in members, diversity in leadership positions, updated strategic plan.



Showcase quotes, experiences and outcomes from members who participated in the audit process, or develop case studies to share with broader networks. Sharing unique experiences and outcomes may encourage other clubs to progress their own work in increasing gender equity and inclusion.



Host a celebration meal to thank your members, supporters and leaders in their ongoing support of gender inclusive policies and practices at your club or setting.



Host a community of practice or community forum and invite a range of stakeholders.



Invite your local council and local media outlet to your club to share your journey and success.

For more information about the development of this tool, contact:

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GENDER INCLUSIVE TOOLKIT