



Action Plan Template and Resources

Action Plan

Gender Inclusive Action Plan

The Gender Inclusive Action Plan has been designed to help your club or active recreation setting develop a clear plan to improve gender inclusion and equity.

Both the Snapshot Survey and Self Assessment audit tool responses may have identified key areas for improvement. Use these findings to help guide discussion and to inform your Action Plan. These actions may be on a smaller 'quick win' scale or may be more in depth.

It is important when developing your Action Plan to consider your target goals, what strategies are needed to achieve these goals and what evaluation is required to measure success. Ideally, the Action Plan should be revised every 2 years and be regularly informed by both the Snapshot survey and audit tool responses.

An example Action Plan, Action Plan ideas and other resources can be found on pages 22 to 28.

How to use the Action Plan

- 1** Identify **key areas** for improvement from your Snapshot survey and audit tool responses.
- 2** Identify a **goal** based on the findings.
 - Your goal should be a SMART goal. Specific, Measurable, Achievable, Relevant and Time bound.
 - Consider an action(s) to help your club achieve this goal.
 - What are you going to do? What strategies will you use?
- 3** Consider who will be **responsible** for actioning this goal?
 - Who else needs to be involved?
- 4** Consider your **time frame** to achieve the goal.
 - How will you monitor progress?
 - When will you know you have achieved your goal?
- 5** Consider how you will measure **success**?
 - How will you know you have achieved your goal?

Action Plan Template

Date:

Key Action What is the goal? What will you do?	Lead by Who is responsible Who can help?	Due By When will it be completed	Measuring Success How will we know we have achieved this goal	Progress <ul style="list-style-type: none">• On track/In progress• Not on track• Complete

Action Plan Examples

Date:

Key Action What is the goal? What will you do?	Lead by Who is responsible Who can help?	Due By When will it be completed	Measuring Success How will we know we have achieved this goal	Progress <ul style="list-style-type: none"> • On track/In progress • Not on track • Complete
Update the imagery on our website/socials/communication channels to ensure they reflect our club's cultural diversity and all genders	Club Committee and Communications/ Promotion team	31st March 2025	All digital communications including newsletters, promotional material, social media posts reflect diversity in culture, gender, age and ability.	Complete
Develop a marketing package that demonstrates how our club can provide a pathway for inexperienced players to be part of a club	Development Officer and Club Committee	1st May 2025	A package has been developed and shared with stakeholders such as schools, community health and other community organisations outlining broader participation opportunities.	On track
Develop a system for keeping up to date records demonstrating the club's commitment to fair access, including scheduling of training and allocation of resources.	Development Officer, Committee, Coach and Equipment Coordinator	1st July 2025	A system outlining all training, games, resources and equipment allocation has been developed and is updated weekly.	In Progress
Ensure that our club's Strategic Plan is in line with the continued advancement of opportunities for women	Development Officer and Club Committee	31st August 2025	Our updated Strategic Plan outlines clear principles and actions, including milestones for increasing female participation	In Progress

Other Ideas



Strive for 40% of committee, coaching, selection panels and other officiated roles to be held by women, transgender or gender diverse people.



Include a commitment statement to model gender equitable practices in position descriptions or terms of references for committees.



Discuss gender equality, inclusion and access as a regular item at club meetings.



Upskill all members of the club on calling out disrespect by participating in Active Bystander training.



Consult with women/girls, transgender and gender diverse people prior to the commencement of each season to understand the needs, preferences or concerns.



Implement a flexible uniform policy.



Include modified or low commitment alternatives to attract new people to the game/club/venue.



Build awareness and encourage participation in social awareness campaigns such as Pride Round, Orange Round, 16 Days of Activism, This Girl Can.

Resources

Policies

Fair Access Policy Framework

A policy framework to increase participation and access to sport and active recreation infrastructure for women and girls, transgender and gender diverse people. Find out more: [here](#)

Toolkits, Training and Resources

Stepping In

A bystander action toolkit for state sporting associations, to support equality and respect at work. Find out more: [here](#)

Everyone Wins

A toolkit that aims to assist sports clubs to build healthy and inclusive sporting environments. Find out more: [here](#). How to use the toolkit: [here](#)

Be the Change!

A resource for sporting club coaches on the role they can play to promote equality and respect between women and men. Find out more: [here](#)

Equality in Action Toolkit

A tool kit of four tip sheets to support conversations with committee and leadership groups regarding working towards gender equality. Find out more: [here](#)

Everyone wins

A toolkit that aims to assist clubs to build healthy and inclusive sporting environments. Find out more: [here](#)

Play by the rules

Making sport inclusive, safe and fair. Play by the Rules provides information, resources, tools and free online training in preventing discrimination, child safety, inclusion and integrity issues in sport. Find out more: [here](#)

Proud 2 Play

Focused on fostering inclusive and welcoming sporting environments and increasing LGBTQI+ engagement in sport, exercise and active recreation. Resources available. Find out more: [here](#)

Fair Play Code

The Fair Play Code outlines the standards of behaviour expected by everyone involved in sport in Victoria including sportsmanship, integrity and respect. Find out more: [here](#)

Good Sports

Toolkit, posters, resources to assist clubs to recruit and retain volunteers. Find out more: [here](#)

SALT Sport and Life Training

Education sessions for clubs and members to transform club culture. Find out more: [here](#)

Play AFL. Inclusive Clubs & Gender Equity Program

Supports community football clubs to develop the knowledge and skills to foster safe, equal and respectful environments for all members of the community. Find out more: [here](#)

Leadership

Play like a girl.

Empowering women through sport. Education, leadership opportunities for women and girls in sport. Find out more: [here](#)

Tennis Victoria. Tennis Future Leaders

A leadership program to enable the next generation of volunteers to work closely with our local tennis clubs in creating welcoming environments on and off the tennis court. Find out more: [here](#)

Change our Game

Professional Development Scholarships program. Find out more: [here](#)

Change Our Game Women in Sports Media Program. Find out more: [here](#)

Play AFL

Sporting women and girls to coach. Find out more: [here](#)

Lead Your Way Program

Supporting women and gender diverse people in the community to improve leadership skills. Find out more: [here](#)

Women and Girls

This Girl Can. Vichealth

A guide if you're part of any activity, club industry body that could be getting more women involved in physical activity. Find out more: [here](#)

Change our Game

Demonstrates and informs best-practice and promotion of female sport and recreation in Victoria. Find out more: [here](#)

Clearinghouse for Sport – Women's Sport

Provides an extensive range of links, research and articles related to women in sport. Find out more: [here](#)

Female Friendly sport infrastructure guidelines.

Information and advice about developing gender equitable sport and recreation facilities. Find out more: [here](#)

Social Sports

Doing sport differently. Vichealth

Supporting organisations to implement a new social sport participation opportunity or adapting an existing one. Find out more: [here](#)

Disability

Access For All Abilities

Victorian Government program supporting inclusive sport and recreation opportunities for people with a disability. Find out more: [here](#)

Access for All Abilities (AAA Play)

Provides referral and connection for people with a disability to sport and recreation opportunities in Victoria. Operated by Reclink Australia. Find out more: [here](#)

Disability Sport and Recreation

Assisting people with a disability to choose and access any sport or active recreation activity they want to engage with. Find out more: [here](#)

Sexuality

Pride In Sport

Sporting inclusion program designed to assist sporting organisations of all levels with the inclusion of employees, athletes, coaches, volunteers and spectators with diverse sexualities and genders. Find out more: [here](#)

Prevention of Violence Against Women

Taking Action through Community Sport (Sport and Recreation Victoria)

Guidelines, practical tools, strategies and advice for sporting clubs to influence positive behaviours and attitudes around gender equality, respectful relationships and prevention of gender based violence. Find out more: [here](#)

Government and Peak Body Organisations Sport and Recreation Victoria

Building a thriving, inclusive and connected sport and active recreation sector that benefits all Victorians. Find out more: [here](#)

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

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GENDER INCLUSIVE TOOLKIT