

THE CITY OF
GREATER GEELONG

FAIR ACCESS GUIDE

Contents

Introduction.....	3
Principle 1 – Infrastructure.....	3
Principle 2 – Roles in Sport	3
Principle 3 – Allocation and Scheduling	3
Principle 4 – Leadership	3
Introduction.....	4
Principle 5 – Culture and Environment.....	4
Principle 6 – Reward, Celebrate and Prioritise.....	4
Definitions	5
Club self-assessment tool.....	6
Club self-assessment tool.....	7
Infrastructure	8
Equality in treatment (allocation & scheduling).....	9
Culture & environment	11
Governance and leadership	12
Participation & roles in sport	13
Promotion and recruitment	14
Next steps	15
.....	15
1. Self-assessment Tool	15
2. Action Plan	15
3. Resources	15
4. Celebrate Wins	15
Action plan template.....	16
Supportive resources	17

Acknowledgements

The City of Greater Geelong is on Wadawurrung Country. We acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past and present and emerging.

WE acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

We acknowledge that our approach to gender equality must always be gender diverse inclusive. A person's gender is their own concept of who they are and how they want to interact with others.

When we say women and girls, those words always include trans and gender diverse women.

Introduction

Sport and active recreation are core parts of our lives, contributing to health and fitness, culture, social connection and sense of belonging. We want sport and active recreation to be available to everyone, so everyone can fully participate and reach their full potential.

It is difficult for some people to participate in sport and active recreation for a variety of reasons. Fair, inclusive and safe opportunities can mean different things to different people.

The City of Greater Geelong's *Fair Access Policy* and *Fair Access Action Plan* aim to increase participation in sport and active recreation for everyone, in particular women, girls and under-represented groups. This guide provides a summary of the policy, as well as practical suggestions to help your organisation/club provide more inclusive opportunities. In turn, organisations will experience benefits and also contribute to benefits for individuals and the community.

This guide considers the needs of women, girls and gender diverse people., in addition to men and boys, as well as other factors that may affect a person participating, like age, cultural background, ability, religion or sexual orientation. Multiple factors may affect participation, and consequently some people may experience compounding and intersecting forms of discrimination or disadvantage, this is often referred to as intersectionality.

Club Benefits

- New ways to attract participants such as; players, volunteers and officials
- Increased performance, where all members can bring their best selves
- Increased long-term sustainability of club
- Stronger, more connected community and club
- Increased community support
- Increased sponsorship opportunities
- Increased grant funding opportunities

Individual and community benefits

- Physical health, fitness and wellbeing
- Community culture, values and behaviours
- Social connection and belonging
- Having fun and stress reduction
- Developing skills and learning
- Improving self-worth

Sporting clubs have a responsibility to ensure that their club is welcoming and inclusive for women and girls, including those from diverse backgrounds and experiences such as people with a disability, people from different cultural backgrounds, LGBTIQ+ communities and Aboriginal and Torres Strait Islander people.

Whilst participation trends show an increase in women and girls', trans and gender diverse people participating across sport and recreation activities, including improved development pathways and competition structures, research shows a substantial gap in both the participation of women and girls, transgender and gender diverse people in sport and recreation and an identified gender imbalance in leadership positions across all levels of the Victorian sporting and recreation industry.

The principles of the City's *Fair Access Policy* are listed below. The full *Fair Access Policy* is available on the [City's website](#).

Principle 1 – Infrastructure

Commitment – Community sports and active recreation infrastructure are genuinely welcoming, safe and inclusive.

Principle 2 – Roles in Sport

Commitment – Women and girls will be encouraged to participate in all aspects of community sport and active recreation including as a player, coach, administrator, official, volunteer and spectator.

Principle 3 – Allocation and Scheduling

Commitment – Women and girls will 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.

Principle 4 – Leadership

Commitment – Women and girls should be equitably represented in leadership and governance roles.

Introduction

Principle 5 – Culture and Environment

Commitment – Encourage and support all user groups who access community sport and active recreation infrastructure to understand, adopt and implement gender equitable access and use practices that are genuinely welcoming, safe and inclusive.

Principle 6 – Reward, Celebrate and Prioritise.

Commitment – Prioritise access, use and support to all user groups who demonstrate ongoing commitment to gender equitable access and use of allocated infrastructure.

This guide includes information on the steps sport and active recreation clubs can follow to develop a diverse and inclusive club.

Clubs will be at different points on the journey. This guide will help clubs to find ways to address the motivators and needs of existing participants and potential new participants, in particular women, girls and those from under-represented groups.

Definitions

City

The City of Greater Geelong organisation, led by the CEO.

Council

The City of Greater Geelong Council comprises elected councillors and is led by the Mayor.

Women and Girls

For the context of this policy, women and girls refer to females and describe the various stages of life and development within the context of age.

Community Sports Infrastructure

Publicly owned local, rural, regional, or state-level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.

Gender Equality

The equal rights, responsibilities and opportunities of women and girls, men and boys, trans and gender-diverse people. Equality does not mean that women and girls, men and boys, trans and gender-diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender Equity

The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and powers related to their gender, and these differences should be identified and addressed in a manner that rectifies gender-related imbalances.

Gender Impact Assessment, or GIA

A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Club self-assessment tool

Before you complete the self-assessment

The first and most important step to increasing inclusion is ensuring you have the support of the entire committee. This ensures that the work taking place is driven by the broader leadership group and progress will continue if individual staff or volunteers leave the club.

Once the committee is on board, the next step would be to complete the Club Self-Assessment Tool together at a committee meeting.

This self-assessment tool can help clubs understand where they're at and what they can do moving forward. No matter what stage of gender inclusion your club is at, we encourage you to take the first steps and complete the assessment tool. This will help identify any current strengths or weaknesses and potential areas of improvement to create more inclusive environments for women, girls and gender diverse people in all aspects of your club.

This tool should be completed together with the committee to ensure accurate information is entered and a diverse range of ideas and actions can be suggested.

Tool Outline

There are six sections to this assessment tool that aim to capture each aspect of the sporting club setting.

We know that to be a welcoming and inclusive club it is important that clubs aim to create change across the entire club setting.

By doing so it can ensure that you are reaching everyone associated to the club including players, members, volunteers, committee, officials, families and the wider community.

The six areas of this tool are;

1. Infrastructure
2. Equality in treatment
3. Culture & environment
4. Governance and leadership
5. Participation & roles in sport
6. Promotion and recruitment

Scale

When completing the self-assessment tool, there are a range of statements below each given area that support inclusion of women, girls and gender diverse people.

You will be required to respond to each statement based on the following scale:

- Yes, we do this well
- Yes, but we could improve
- No, we need to work on this
- N/A (not applicable)

As you answer each statement select the relevant box and consider the evidence to support your answer.

Club self-assessment tool

Action Plan

After completing the assessment tool, the next step we encourage clubs to take is identifying a few simple actions/easy wins your club may be able to take to improve on your identified score, through completing the Action Plan Template ([page 16](#)). The statements that make up this self-assessment are actions in and of themselves. By identifying the areas that you are not scaled highly within your club, you could use them to form the basis of your action plan.

We have provided supportive resources ([page 17](#)) that may assist your club to progress through your action plan.

Think about improvement rather than perfection:

- You don't have to do everything
- Be honest about where your sporting club is at
- Be respectful and open to different opinions

Infrastructure

Given the many benefits sporting clubs provide to the individual through social, physical and mental well-being, it is important to ensure that these facilities are accessible and safe to all. A sporting facility can either enable or limit the involvement of women, girls and gender diverse people to a club by how inclusive it may be. It is important that everyone feels safe and welcome in all areas of a sporting club.

Although updating facilities and pavilions is one aspect, there are other things a club can do with the facility to ensure it is inclusive and ensure equitable access to all within the community.

Facilities	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Our club ensures that paths, ramps and doorways are always clear					
Our facility ensures baby changing and feeding areas are accessible to everyone who needs them					
To ensure feelings of safety, all our facility lights are currently working and appropriately used until everyone has left					
Our facility has changerooms/showers and toilets facilities accommodating all people that need them					
Our changerooms and/or toilets are clean and tidy, and sanitary bins are provided in every cubicle					
Our car park has designated accessible parking					

Equality in treatment (allocation & scheduling)

At sporting clubs there is an opportunity to challenge the status quo and ensure we are considering all groups and teams when allocating resources and facilities as well as recognising achievements. When all members feel included and recognised it leads to a positive club culture.

It is important we consult participants to understand their needs when allocating facilities, resources and times of use. What one team prefers may be different to others, and considering all teams needs shows that they are valued. Giving women a smaller or inferior area e.g. 1/3 of a field when sharing because they don't kick as far, can limit opportunities for development and lead to a feeling of being second rate.

Equality in treatment	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Our club's constitution supports gender equality and is reflected across all areas of our organisation including within our values, policies, programs and operations					
We consult women, girls and gender diverse people on issues that affect them and ensure they are involved in decision making					
Our club adheres to council's Fair Access Policy to support gender equitable access to community sports facilities, and welcome and safe club environments					
There is equal reward and recognition of players, members and volunteers of all genders					
Our club provides appropriate opportunities for teams of different genders to come together for training and social events where appropriate (e.g. combined club dinners)					
Money raised by fundraising activities is spent in a fair and equitable manner					
Our club provides equal allocation to the best facilities, grounds, umpires, medical/trainer/physio support and playing and training times to the women's/girls' and men's/boys' teams					

Equality in treatment	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Consideration is given to fair remuneration for men, women and gender diverse people in the same roles including playing, coaching and other game day staff/officials					
Our social calendar is varied and accessible for all (including family-friendly events) and developed with the input of different groups for balance					
We regularly undertake an equipment audit to ensure it is being shared equitably among all the teams					

Culture & environment

Having standards of behaviour creates a shared understanding of expectations and provides a mechanism for enforcement when there are inappropriate behaviours. There can be resistance from members when practices are changed. Education and open discussions can help people work through their concerns.

Empowering leaders and putting measures in place to become genuinely welcoming and safe sets the organisation up for success when encouraging women, girls and under-represented groups to participate. All members need to be supportive of inclusion because it can take just one person to make an organisation or facility feel unsafe. Men play an important role as an active bystander and ally in stopping discriminatory behaviour towards women.

Supporting a positive culture	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Our club promotes and complies with the Victorian Fair Play Code , sending a clear message that poor behaviour, violence and discrimination has no place in Victorian sport and recreation					
Our club manages the responsible service of alcohol with an alcohol management policy and appropriately trained serving staff					
Our club communicates through our values and/or code of conduct that all offensive comments and jokes about gender, sexuality, age, religion, race or disabilities are not tolerated, and club leaders know how to respond and are confident to do so					
All members are required to sign the code of conduct at the start of each season. The club's values are referred to regularly throughout the year					
We actively promote and support campaigns that demonstrate our club's commitment to equity and inclusion (e.g. International Women's Day , Pride Round, Indigenous Round, International Day of People with Disability)					
We regularly apply for small grants to showcase and celebrate the role of women, girls and gender diverse people in our club, including the Change Our Game Community Activation Grants					

Governance and leadership

For your sporting organisation to be welcoming and inclusive it is important that the club has leaders that are on board and committed to making change.

Having gender balance in leadership roles allows for the views and experiences of all to be expressed, which means that there will be greater representation of women and girls interests when planning and decisions are taking place. Diversity in decision making roles can lead to better and more inclusive practices.

Sports clubs also provide great opportunities for members to learn and develop new skills by assisting in different roles.

Governance and leadership	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Our club strives for 40% or more of the Committee of management Executive Positions (or equivalent) that are women ensuring women, girls and gender diverse people are actively involved in all planning and decision making					
Committee positions can be shared (e.g. two people can be President or Treasurer)					
Our club officials actively encourage women and gender diverse people to have leadership roles each year, consults on how best to support them and provide a welcoming and safe environment to do so					
Our club annually reviews how equal, safe, welcoming and inclusive our club is for our members through consultation and identifies areas for improvement					
Our policies, procedures and communications consider different social and cultural backgrounds (e.g. always making an Acknowledgement of Country, simplifying language for people of all ages, abilities and where English may not be first language)					
We regularly review our club policies and ensure they support the inclusion of everyone across all aspects of our club (e.g. positions of leadership, operations, competition and play)					

Participation & roles in sport

Research shows that motivators and enablers for women and girls participating in sport vary compared to those of men and boys.

It is important to consider whether your club's membership is reflective of the diverse community. To grow membership and engagement of women and girls within your club consider the points below.

Participation	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Women, girls and gender diverse people are consulted about how they want to participate					
The club provides opportunities for women, girls and gender diverse people to participate in all areas of sport, including as players, coaches, umpires, volunteers and committee members					
Our club identifies and reduces barriers to women, girls and gender diverse people's equal involvement in all club related activities, including training and meetings (e.g. considering time, length, access and safety of activities)					
Our club takes practical steps to allow people with parenting/carers responsibilities to participate					
Our club understands and addresses barriers to access for members (e.g. language, uniforms, equipment, travel, and finances). It provides payment plans for membership, fees and other costs					
Our club aims to increase the gender balance in all club roles (paid or volunteer), ensuring these do not reinforce gender stereotypes (e.g. only women in the canteen and men are coaches)					
Our club provides clear and inclusive position descriptions, so every member understands the relevant responsibilities					

Promotion and recruitment

The image presented by a club and the information publicly shared can help individuals to find which groups, clubs and facilities are inclusive, safe and accessible to them, and best represent aspects of their identity and values.

Bringing women, girls and under-represented groups to the forefront can help them to feel valued. People have a greater sense of belonging and what they can aspire to when they see peers or leaders that they can identify with. Clubs can be leaders in changing societal attitudes – valuing and showcasing members of different grades, abilities, fitness levels, genders and cultural backgrounds.

Promotion and recruitment	Yes, we do this well	Yes, but we could improve	No, we need to work on this	N/A	Comments or examples
Our publications (e.g. social media, website, newsletters) reflect our broad membership including women, people of all genders, diverse cultures, people with a disability, Aboriginal and/or Torres Strait Islander people					
Our club has a membership officer who is responsible for welcoming new members and providing them with club and membership information, including the club's support of gender equality					
Fundraising events celebrate women's sport and include women and LGBTIQ+ athletes, leaders and commentators as guest speakers					
Our club makes team announcements such as selection, game results or other achievements equally amongst all teams without prioritising men's and boy's teams					
Our club regularly uses strategies to recruit women, girls and gender diverse people such as 'come and try days', 'bring a friend days' or offering a buddy to new members					
Our club's marketing material highlights ways in which all people can participate and the range of benefits it delivers for everyone (e.g. physical and social benefits, community impact)					

Next steps

Next Steps

The next key step is for you and your committee to decide achievable and realistic actions you can take to begin progressing your club to be a more welcoming and inclusive environment.

1. SELF-ASSESSMENT TOOL

Complete the audit tool together as a committee and re-visit yearly to get an update.

It is also worthwhile having as a standing item on committee meeting agendas so that the club can keep out to date with ongoing actions.

2. ACTION PLAN

Well done! You've completed a large part of the process in the 'Self-Assessment Tool' by identifying the gaps and positive areas.

Together as a committee you can use the topics in the assessment tool to help you determine what actions you need to undertake to create a more inclusive club.

Select and allocate a few actions at a time, so that it is manageable. Try starting off with the quick and easy wins.

3. RESOURCES

Be sure to have a look at the resources suggested in this tool. This can help in providing ideas to improve in any of the required areas.

If your club needs further support, feel free to touch base with the City of Greater Geelong Community Recreation Team via email comrec@geelongcity.vic.gov.au.

4. CELEBRATE WINS

Don't forget to celebrate your successes and progress no matter how small they may be!

Let the City of Greater Geelong Community Recreation Team know what you have achieved as we will be able to promote your club to the broader community.

Action plan template

Activity	Area/Pillar	Lead By	Due Date	Completion Date

Comments:

Supportive resources

1. CLUB INFORMATION

Change Our Game

Working to level the playing field for women and girls in sport and active recreation. Range of information including grants.

[Change Our Game - Change our Game](#)

Sports Community

Resources to run a successful club

[Home - Sports Community](#)

Australian Sports Commission

[Australian Sports Commission | Australian Sports Commission](#)

Sports and Recreation Victoria

[Sport and Recreation Victoria | Sport and Recreation Victoria](#)

[Safe and Inclusive Sport: Preventing gender-based violence | Sport and Recreation Victoria](#)

2. SUPPORTING A POSITIVE CULTURE

Role description template: Member Protection Information Officer (doc saved)

Formal complaints process for any considerations or complaints

Sample Role Description – Welcoming Officer

Play By The Rules

Free online training courses

[Play by the Rules Online Courses - Play by the Rules - Making Sport inclusive, safe and fair](#)

Consider 'Easy English' when sending messages to members

Write in everyday words. Use simple sentence structure. Support the message with meaningful and clear images. [What is EE | Access Easy English](#)

Code of Conduct Template (doc saved)

[Men as allies: supporting women and girls in community sport](#)

Proud 2 Play

LGBTIQA+ inclusion in sports and recreation

[Proud 2 Play: Advocating for LGBTQI+ Inclusion in Sports & Recreation across Australia](#)

Respect Victoria

[Sexism and Sport: Call It Out | Respect Victoria](#)

[How to respond when someone tells you they've experienced violence | Respect Victoria](#)

3. GOVERNANCE AND LEADERSHIP

[A guide for action: To encourage women from culturally diverse backgrounds as leaders in sport - Victoria University](#)

Balance the Board

Position Description Template (doc saved)

Position Description – Club President (doc saved)

Position Description – Game Day Coordinator (doc saved)

Position Description – Club Treasurer (doc saved)

Position Description – Volunteer Coordinator (doc saved)

Position Description – Club Secretary (doc saved)

4. PARTICIPATION

VicHealth Doing Sports Differently

A range of resources to help the sporting sector 'do sport differently' to attract, engage and retain less-active Victorians in sport (including women and girls). [Redesigning how we deliver sport | VicHealth](#)

[Coaching Girls Guide: How to get \(and keep\) girls playing – We Coach](#)

Change Our Game

[Enhancing participation pathways for women coaches in community sport](#)

AusSports Game Plan

[Game Plan | Australian Sports Commission](#)

Welcoming Families into your club (doc saved)

Access All Ability

Connecting people with disabilities to sport and recreation activities in Victoria

[AAA Play helps to find inclusive, accessible sports near you](#)

5. PROMOTION AND RECRUITMENT

Change Our Game Communication and Marketing Strategies (doc saved)

[Change Our Game - Women in sport communication and marketing strategies](#)

Factors relating to women and girls' participation (retention and dropout) in sport – Victoria University
https://vuau.qualtrics.com/CP/File.php?F=F_4ZKE3MxLdgP7NvU

Conducting an orientation (doc saved)

Orientation Checklist Template (doc saved)

Membership retention fact sheet (doc saved)

6. OTHER USEFUL RESOURCES

Local resources for supporting gender equality in sport

- [Women's Health and Wellbeing Barwon South West](#)
- [The Sexual Assault and Family Violence Centre: Respect Starts Here](#)
- [Leisure Networks](#)

Resources for supporting disclosures of family violence

- [The Orange Door](#)
- [The Sexual Assault and Family Violence Centre](#)
- [1800RESPECT](#)

Pride in Sport Index

The world-first Pride in Sport Index (PSI) benchmarks and assesses the inclusion of LGBTIQ+ people across all sporting contexts.

[Pride in Sport Index \(PSI\)](#)

Sports Aus – Inclusive Sport

Framework process, toolkit, training and case studies

[Equity, Diversity and Inclusion | Australian Sports Commission](#)

VicHealth

Designing and delivering sport to engage people who are less active

Helps design programs for less active people including women. To make sure they are suitable for all levels of ability and create a welcoming inclusive environment.

[Redesigning how we deliver sport | VicHealth](#)

This Girl Can

Getting more women active guide

[Step-by-step guide to get more women active | VicHealth](#)

Sport and Recreation Victoria – State Sporting Association

Please also look at your State Sporting Association or league webpages for any code specific resources

[State sporting associations | Sport and Recreation Victoria](#)

Community Grants

Explore current and upcoming grant opportunities for your sporting club

[Community grants - City of Greater Geelong](#)

CITY OF GREATER GEELONG

WADAWURRUNG COUNTRY

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CUSTOMER SERVICE CENTRE

Wurriki Nyal

137-149 Mercer Street, Geelong

8.00am – 5.00pm

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