

Action guide: the actions you can take so Everyone Wins

This guide explains the actions to take to progress through the levels in each area. It also shows you which tools and resources are available to help you and your club. Your club might already be doing some of these – that’s great, tick them off and have a look for other actions that can build on those strengths. You can do any action area at any time, but try to move through the levels of each area in order.

How many of them should our club do?

We’d love for you to do every action, but your club might not have the capacity to do them all at the moment. Look for actions that address the main barriers for inclusion in your club, or those actions that can use the current skills and knowledge in your club. As your club and your capacity grow, come back to this guide to see if there are more you can do.

Where do I find the resources?

You can access these resources as electronic files or as external links or videos by clicking on the tool name or the resource weblink. The electronic tools are downloadable in PDF, or in a printable Word document that you can add your club name, logo and contact details to. Each tool in the guide has a symbol so you can see where to find it:



Modifiable Word document



PDF


























External online link























Online video

Level	Actions to make your club more welcoming and inclusive	What resources can help you?
Champions of change are active		
welcome	Committee develops a vision statement reflecting a commitment to welcoming and inclusive sporting environments.	   TOOL 1 – Statement of purpose and values  Australian Sports Commission’s Essence of Australian Sport resource (www.ausport.gov.au/about/essence_of_sport)
	Welcoming officer is appointed.	  TOOL 2 – Role of a welcoming officer
	Members are recruited for a ‘buddy system’.	  TOOL 3 – Setting up a buddy system
	The club President or others appointed by the Committee address issues and concerns.	Refer to your club’s policies.  More resources are available from the Play By the Rules website: Got an issue (www.playbytherules.net.au/got-an-issue) and Dealing with complaints (www.playbytherules.net.au/about-complaints/dealing-with-complaints)   TOOL 15 – Dealing with issues and complaints   TOOL 16 – Got a problem? poster   TOOL 17 – Tips for officials managing conflict
involve	Committee conducts pre-season and end-of-season surveys of members to help develop welcoming and inclusive sporting environments.	  TOOL 4 – Member survey
	A Member Protection Information Officer is accessible to members.	Contact your state sporting organisation for details about your sport’s MPIO.  Also check the MPIO national database on the Australian Sports Commission website (www.ausport.gov.au)
value	Committee completes an audit of club policies and practices to identify areas for improvement in developing a welcoming and inclusive environment.	 Centre for Multicultural Youth’s Cultural diversity audit (www.cmy.net.au/MulticulturalSport/PublicationsandResources)
	Clubs and/or community members are recruited for mentor program.	  TOOL 5 – Setting up a mentoring program
	Coaches discuss respectful behaviour between men and women with their club members and players.	  TOOL 6 – Coaches: Respectful behaviour   TOOL 7 – Players: Respectful behaviour
	Committee members and coaches attend training on preventing violence against women.	 VicHealth’s short course for preventing violence against women (www.vichealth.vic.gov.au/shortcourse)
	Coaches and administrators participate in cultural awareness training.	Contact Sport & Recreation Victoria’s Indigenous Sport & Recreation Program (www.sport.vic.gov.au), the Victorian Equal Opportunity & Human Rights Commission (www.humanrightscommission.vic.gov.au) or your state sporting organisation for information about training
	Member Protection Information Officer is appointed.	  TOOL 8 – Role of a member protection information officer  Member protection information officer video on the Play By the Rules website (www.playbytherules.net.au/resources)

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Expectations about behaviour are met		
welcome	Member protection policy or the sport's welfare policy is adopted and placed on the club website.	   TOOL 9 – Member protection policy
	Code of conduct is adopted, placed on the club website and handed out on registration day.	  TOOL 10 – Code of conduct
	Guidelines are adopted that support welcoming and inclusive sporting environments.	   TOOL 11 – Spectator behaviour policy    TOOL 12 – Alcohol policy    TOOL 13 – Communication and new technology policy    TOOL 14 – Team selection policy
	Complaint resolution process is developed and communicated to members.	  TOOL 8 – Role of a member protection information officer   TOOL 15 – Dealing with issues and complaints   TOOL 16 – Got an issue? poster   TOOL 17 – Tips for officials managing conflict
	Administrators and coaches complete online training in discrimination and harassment.	 Play By the Rules online discrimination and harassment training (www.playbytherules.net.au/online-learning)
	Women and girls are given information about where to go for help if they are victims of violence	 Victorian Government's Enough campaign (www.familyviolence.vic.gov.au/EnoughCampaign)
involve	Coaches and administrators complete online scenarios to increase their understanding about sex discrimination and harassment.	 Online interactive scenarios on the Play By the Rules website: Sex discrimination (representation of women) and Sexual harassment (www.playbytherules.net.au/interactive-scenarios)
	Guidelines are adopted that support safe and supportive environments for women and girls.	  TOOL 18 – Coach and athlete relationships  Appropriate contact during demonstration of skills video on the Play by the Rules website (www.playbytherules.net.au/resources)
value	Religious and racial vilification policy is adopted and displayed on the club website.	 Religious and racial vilification policy on the AFL Victoria website (www.afvic.com.au)  Victorian Racial & Religious Tolerance Act on the Victorian Multicultural Commission's website (www.multicultural.vic.gov.au/about-us/legislation)  Victorian Equal Opportunity & Human Rights Commission's (VEOHRC) Information on racial and religious vilification (www.humanrightscommission.vic.gov.au/publications)
	Respect and responsibility policy is adopted and displayed on the club website.	 AFL's respect and responsibility policy (www.afvic.com.au/respect)
	Committee members and coaches attend training on the prevention of violence against women	 VicHealth's short course for preventing violence against women (www.vichealth.vic.gov.au/shortcourse)

Level	Actions to make your club more welcoming and inclusive	What resources can help you?
Facilities and activities are accesible		
welcome	Action is taken to adapt clubrooms to make them more safe and inclusive.	  TOOL 35 – Making a visible commitment to inclusive sport
	Equitable access is provided to facilities, equipment and grounds regardless of gender.	  TOOL 19 – Making facilities and equipment accessible for women and girls
	Action is taken to reduce the costs of participation.	  TOOL 20 – Reducing the cost of participation
	Action is taken to address transport barriers.	  TOOL 21 – Transport
	Flexible uniform policy is adopted.	   TOOL 22 – Flexible uniform policy
involve	Modifications are made to improve physical accessibility (e.g. ramps) and safety (e.g. improved lighting) and reviewed annually.	Contact your local council for information about assistance and grants
value	Modified uniforms (e.g. headscarves) in club colours are provided to members as part of a uniform loan scheme.	 Check Sports Without Borders (www.sportswithoutborders.org) and Sport and Recreation Victoria (www.sport.vic.gov.au) for information about available subsidies and grants
Everyone participates		
welcome	Promotional material is welcoming and inclusive and members are recruited broadly within the community.	  TOOL23 – Raising awareness and recruiting new members    TOOL 24 – Join our club flyer
	A 'Come and Try Day' is held encouraging people to bring their family and friends. Support is sought from community organisations as needed.	  TOOL 25 – Holding a 'Come and Try Day'   TOOL 26 – 'Come and Try Day' checklist
	Social activities of the club are emphasised.	  TOOL 27 – Emphasising social activities
	Families are actively encouraged to be involved in the club.	  TOOL 28 – Getting families involved with your club
involve	Activities are promoted through culturally diverse and Aboriginal community radio stations, schools and community organisations.	 Australian Sports Commission recruiting templates: Connecting sporting clubs to local media and Meeting with local community and youth associations (www.ausport.gov.au/participating/all_cultures/resources)
	Meetings are held with families from culturally diverse communities to explain club activities and rules. Support is sought from community organisations as needed.	  TOOL 2 – Role of a welcoming officer  Centre for Multicultural Youth's parent consent forms (www.cmy.net.au/MulticulturalSport/PublicationsandResources)
	Coaches are given information to assist them in coaching and being more inclusive of Aboriginal players and players from culturally diverse communities.	TOOL 29 – Coaching people from diverse communities TOOL 30 – Coaching Indigenous people  Religious inclusion online scenario on the Play By the Rules website (www.playbytherules.net.au/interactive-scenarios)

Level	Actions to make your club more welcoming and inclusive	What resources can help you?
involve	Coaches and administrators encourage and support increased participation and representation of women and girls in club activities.	  TOOL 31 – Women and girls in leadership positions  Online interactive scenarios on the Play By the Rules website: Girls playing in boys teams and Pregnancy and participation (www.playbytherules.net.au/interactive-scenarios)
	Management Committee reflects club membership.	  TOOL 32 – Diverse representation on management committees
value	Promotional material translated and/or visual images are used.	 Australian Sports Commission's Play for Life translated resources (www.ausport.gov.au)  Centre for Multicultural Youth's translated resources: Keeping sport safe and fun and Playing team sport (www.cmy.net.au/TranslatedandCommunityInfo)
	'Come and Try Day' and/or sessions are conducted at schools or where Aboriginal people or people from culturally diverse communities frequent.	 Australian Sports Commission recruiting template: Running a session in a school (www.ausport.gov.au/participating/all_cultures/resources)
	Women, girls, Aboriginal people and people from culturally diverse communities are mentored and linked to training programs to develop coaching, officiating and leadership skills.	  TOOL 33 – Mentoring women and girls Also, check your State Sporting Association or state/federal sport and recreation agencies for mentoring programs.
	Separate teams or activities are organised to support transition to integrated sport (in diverse communities) or to enable girls and women to play traditional male sports.	Check your State Sporting Association or state/federal sport and recreation agencies for programs.
Commitment through ongoing action		
welcome	All members, their partners and families are invited to social events.	  TOOL 27 – Emphasising social activities
	Messages about fair play and good behaviour are promoted throughout the season.	  TOOL 34 – Messages for club newsletters and website
involve	An action plan to make your commitment visible is developed, implemented and reviewed annually.	  TOOL 35 – Making a visible commitment to inclusive sport
	Messages about respect for women and inclusion of Aboriginal people or people from culturally diverse communities are promoted throughout the season.	  TOOL 34 – Messages for club newsletters and websites
value	The club participates in White Ribbon Day, Harmony and/or NAIDOC Week events.	 White Ribbon (www.whiteribbonday.org.au), Harmony Day (www.harmony.gov.au) and NAIDOC Week (www.naidoc.org.au) websites
	Funding and formal partnerships are sought for inclusion programs.	 Sport and Recreation Victoria's Leading Clubs program