

Club Gender Audit and Club Gender Equity Action Plan templates

Safe and Inclusive Sport: Preventing Gender-Based Violence



The **Club Gender Audit** and **Club Gender Equity Action Plan** templates have been designed for project workers to use within community sport clubs or active recreation settings. These templates have not been designed for clubs to use on their own, rather the project worker will need to tailor them to suit the club or organisation, and to help facilitate conversations. These templates have been designed to use alongside *Safe and Inclusive Sport: Preventing Gender-Based Violence*.

The **Club Gender Audit** is a resource to help project workers guide clubs or organisation to identify challenges and opportunities towards gender equity. This tool provides a template for clubs or organisations to collect data and assess their level of gender equality across key areas including:

- club/organisation composition (in relation to gender)
- culture
- governance and leadership
- participation
- promotion and recruitment, and
- facilities.

It provides a gender equality 'snapshot' and informs actions for positive change. The Club Gender Audit informs the Club Gender Equity Action Plan.

The **Club Gender Equity Action Plan** helps clubs or organisations plan and implement strategies against the areas identified in the Club Gender Audit. This resource allows project workers to help clubs and organisations develop a clear plan around how they will achieve their gender equality goals, and how their strategies can be measured and adjusted.

The Club Gender Audit and Club Gender Equity Action Plan should be used within an ongoing process of improvement for gender equality. It is recommended they are revised every 2 years.

Key points:

- Undertaking the audit will lead to a range of ideas about what actions clubs can take to promote gender equity. Once ideas are agreed upon, they can be added to the Club Gender Equity Action Plan.
- The audit process should be facilitated by the project worker or an external party (for example, someone from a regional sports assembly, women's health organisation or local council) and can be used to elicit conversations within the group. The facilitator should understand both the sporting context and gender equity.
- The audit process should also be completed with a range of different people from different areas of the club (for example, senior and junior teams, men's and women's teams, coaches, committee members, parents and players) with an understanding there is diversity within women and gender diverse people and their experiences.
- Club and organisations need to consider developing strategies with an intersectional approach. That is, considering additional barriers faced by some women, girls, and gender diverse people such as racism, ableism, homophobia, transphobia, and ageism.
- Use a strengths-based approach when conducting the audit to support clubs and organisations understanding of what they already do well.
- There may be people who don't feel comfortable discussing their opinion in front of the group, so an anonymous member's survey should also be conducted.
- The audit can be used for evaluating change in clubs if done every 1-2 years. Keep records of each audit and use them to measure how actions have progressed.

Club Gender Audit

The Club Gender Audit Tool gathers data and provides a 'snap shot' of a club or organisation's culture, policies and practices in relation to gender equality and the drivers of gender-based violence. It informs the Gender Equity Action Plan.



Club Gender Equity Action Plan

The Club Gender Equity Action Plan helps clubs and organisations develop, implement and measure strategies to improve gender equity and prevent gender-based violence.

Club Gender Audit

Use this Club Gender Audit to gather data and identify challenges and opportunities for gender equity within your club or organisation. This tool can be shortened to make it relevant to your setting. Focus on choosing a range of actions that can be done in the short, medium and long term. You don't have to do everything at once. The gender audit will help you develop a Gender Equity Action Plan.

This Club Gender Audit is designed to be facilitated by an expert in gender equality and sport (for example, someone from a women's health organisation, regional sports assembly or local council). Clubs and organisations should be guided through this process.

Who's at your club? (Please complete using numbers)	Women/girls	Men/boys	Gender diverse people	Prefer not to say
Coaches				
Players				
Volunteers				
Committee Members				
Officials (e.g. administrators)				
Others (e.g. supporters and spectators)				

Facilities	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
People using wheelchairs or prams can fully access all the club's facilities and buildings.					
Our car park has disability parking or parking for people with prams/young children.					
Our club has baby change and feeding areas that are accessible by everyone who needs them (including men).					
The lighting is on for all teams training in the evenings.					
There is enough lighting in the facility, including car parks, for everyone to feel safe when using the facilities after dark.					
Our change rooms and shower cubicles have lockable doors.					
Our change rooms and toilet facilities are always clean, stocked and regularly refreshed with necessary supplies (e.g., sanitary bins).					
There is a sanitary bin in every cubicle.					
Our facility has all-gender toilets available for the public to use.					

Facilities	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Our facilities (toilets, change rooms, shower etc) are allocated equitably to all players, umpires and coaches and are suitable for those using them (e.g., sanitary bins, accessible toilets, number of toilets, stocked and cleaned regularly).					
We ask women and gender diverse people about feelings of safety at our facilities in a member survey or other platform.					
The club has a policy/procedure for ensuring all members leave the facility safely after late training/meetings.					
We have a safe space for children to engage in supervised play.					

Club Culture	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Equality in treatment					
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 (or equivalent) to support gender equitable access to community sports facilities, and welcome and safe club environments.					

Club Culture	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
The club gives equal trophies and recognition to all awarded players and teams. There are equal displays of club room pictures, trophies and awards for all recipients.					
There is equal reward and recognition of players, members and volunteers of all genders.					
Our club recognises all teams at the season launch at the same event (e.g., launching the women's season with the men's).					
Our club provides appropriate opportunities for mixed gender participation on the field or in training/social events where appropriate (e.g., combined club dinners).					
Our social activities and fundraising activities are inclusive of all members and do not reinforce gender stereotypes (e.g., women serving the meals and men emceeing).					
Money raised by fundraising activities is spent in a fair and equitable manner (e.g., it is spent on equipment for both the men's and the women's teams).					
Our club provides equal allocation to the best facilities, grounds, umpires, and playing and training times to the women's/girls' and men's/boys' teams.					
Our club offers equal access to the best coaches and medical/trainer/physio support to all teams.					
There are always good coaches allocated for women's and girls' teams.					
Men, women and gender diverse people are paid equally for the same roles, including playing, coaching and other game day staff/officials.					

Club Culture	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Our club manages the responsible service of alcohol with an alcohol management policy and appropriately trained serving staff.					
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.					
Education and influence					
The club offers gender equality training to volunteers/players/umpires/coaches on a yearly basis, irrespective of gender.					
The clubs offers training to club leaders on how to identify and respond early to family and sexual violence, and our leaders understand their role in preventing violence.					
The club offers Active Bystander Training to volunteers, players, members and officials as part of a whole-of-club approach to gender equity and preventing gender-based violence.					
The club offers Active Bystander Training for homophobia and transphobia, and LGBTIQA+ inclusion training for all members.					
We invite role models (including women and gender diverse people) to speak to all players, members and officials including the men's and boys' teams.					
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 .					

Club Culture	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
We actively promote and support campaigns that demonstrate our club's commitment to gender equality (e.g., International Women's Day, 16 Days of Activism Against Gender-Based Violence, Pride Round).					
Our club recognises and supports special rounds or events promoting equity and inclusion (e.g., Indigenous Round, International Day of People with Disability, Ramadan).					
Our website, social media platforms, newsletters and images around club rooms have equal representation of women/girls, men/boys, and gender diverse people.					
Supporting a positive culture					
Our club promotes and complies with the Fair Play Code , which sends a clear message that poor behaviour, violence and discrimination has no place in Victorian sport and recreation.					
If sexist behaviour occurs (such as sexist or disrespectful language, or unfair treatment based on gender), the club leaders know how to respond and are confident to do so.					
Our club's values and/or code of conduct communicates our support of gender equality and zero tolerance of sexist language, jokes and comments, verbal abuse, online misconduct, sexual harassment, and offensive or inappropriate images.					
All members (including parents, officials and volunteers) 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.					

Club Culture	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Practices from all cultures are respected and welcomed in the club. Our club communicates that all offensive comments and jokes about gender, sexuality, age, religion, race or disabilities are not tolerated.					
The club is aware of Respect Victoria's Sexism and Sport: Call it Out campaign and shares the resources/content with the club community, including via social media.					

Governance and Leadership	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
There is gender diversity on our board or committee with at least 40% women or gender diverse people.					
The club has targets to increase gender diversity in leadership roles such as president, board/committee member, coach. There is a plan to recruit, train and retain women and gender diverse people for these roles.					
Our club officials actively encourage women and gender diverse people to have leadership roles each year and provide a welcoming and safe environment to do so.					
Our club consults with women and gender diverse people on how best to support them to move into leadership roles.					
The club has mentors to assist women, girls and gender diverse people to move into leadership or coaching roles.					
When recruiting for leadership positions, at least 50% of the selection panel are women and/or gender diverse people.					

Governance and Leadership	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Our club annually reviews how equal, safe, welcoming and inclusive our club is for women, girls and gender diverse people via an anonymous member survey and identifies areas for improvement.					
Our club ensures women, girls and gender diverse people are actively involved in all planning and decision making.					
Our policies, procedures and communications consider women, girls and gender diverse people from different social and cultural backgrounds (e.g., always making an Acknowledgement of Country, written material/signs in different languages, cultural competency training for leadership, measures to engage people of all abilities).					
Committee positions can be shared (e.g., two people can be president or treasurer).					
Our club is familiar with Change Our Game leadership scholarships and actively promotes and supports women, girls and gender diverse people in our club to apply.					
Our club has a member protection policy and process which is regularly communicated to and known by all club members.					
Our club has a Member Protection Information Officer to support members and the club with issues and concerns of discrimination, vilification, abuse and other forms of inappropriate behaviour.					
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	Yes, we always do this	Yes, we sometimes do this	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 and pathways for women, girls, and gender diverse people to participate in all areas of the sport, including as players, coaches, umpires, volunteers, and committee members.					
Participation is encouraged in a range of different ways including competitively, as a social sport, modified rules, non-competitive and low commitment.					
Transgender or gender diverse people (including young people and children) are given the option of which team they want to play/train with and are supported in their choice.					
Our club provides information in other languages as needed, including promotional materials and signage in plain and clear English with enlarged text.					
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/ carer responsibilities to participate (e.g., providing a secure supervised space for children, and scheduling games and training sessions at suitable times).					
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.					

Participation	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
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 are in the canteen or men are coaches).					
Our club provides clear and inclusive position descriptions for all roles, so every member understands the relevant responsibilities.					
Our club aims to increase engagement of women, girls and gender diverse people in sports traditionally dominated by men/boys and vice versa.					
We work to ensure that people can participate in ways appropriate to their culture and faith (e.g., wearing a hijab, considering modifying training or events held over Ramadan).					

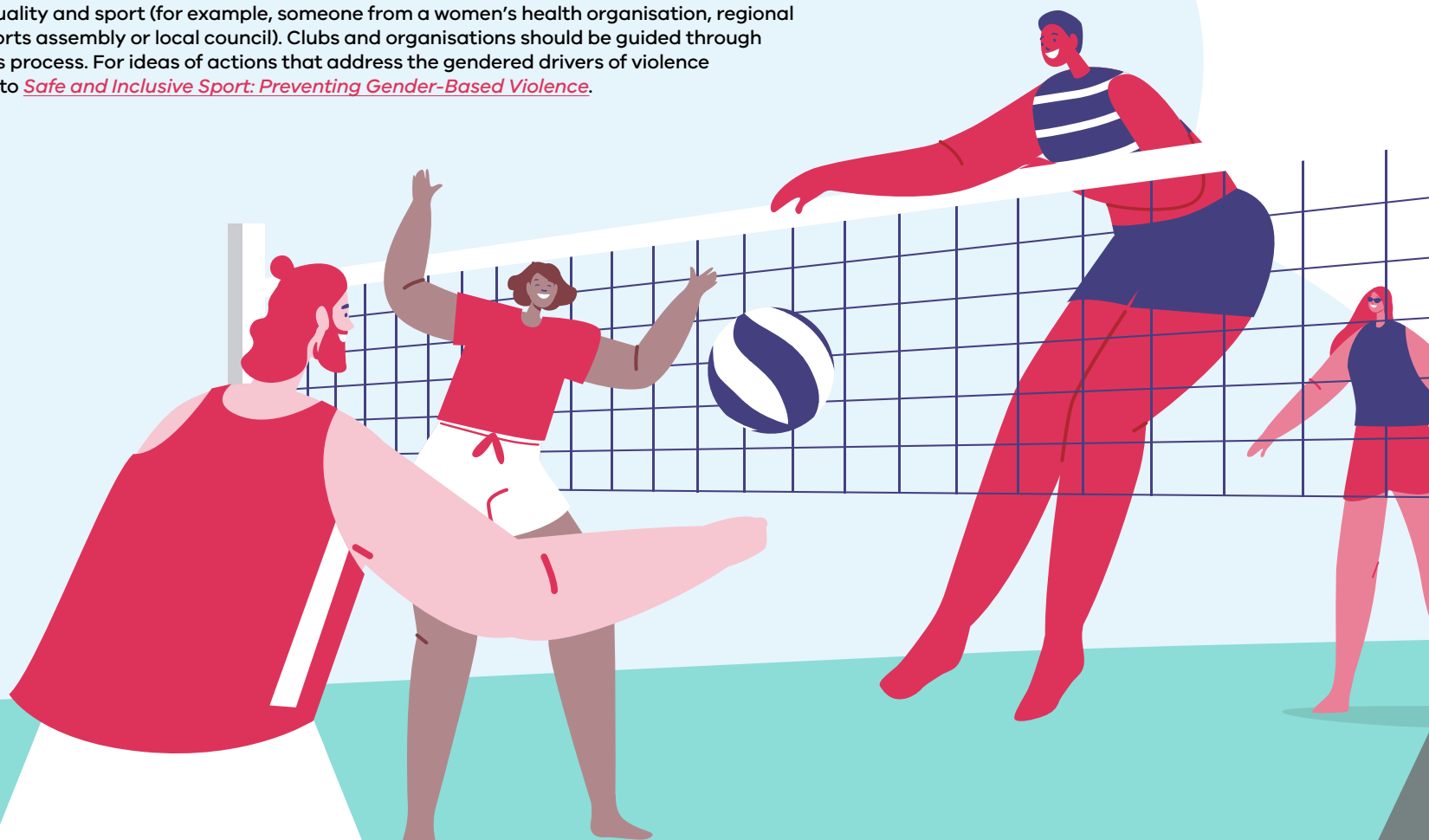
Promotion and recruitment	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Our club aims to recruit more women, girls and gender diverse people to all roles and have a gender balance across roles.					
Our leadership group proactively seeks out resources on how to successfully recruit and retain women, girls and gender-diverse people.					
Our club uses communications, marketing and events to demonstrate our commitment to gender equality. This includes sharing good news stories about women, girls and gender diverse people through local and social media, newsletters and our website.					

Promotion and recruitment	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	N/A	Comments or examples
Our publications (e.g., social media, website, newsletters) reflect a cross-section of society by showing equal numbers of images of women, girls and gender diverse people and men and boys of all ages, cultures, abilities and fitness levels.					
Our club has a welcoming 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 women, girls, gender diverse and LGBTIQ+ people of all abilities can participate.					
Our club's marketing material highlights a range of benefits it delivers for everyone (e.g., physical and social benefits, community impact).					

Club Gender Equity Action Plan

Use the Club Gender Equity Action Plan template to help your club or organisation plan and implement strategies for gender equality. You will use the areas identified in your club gender audit to create a solid plan for action to achieve your specific goals. Your gender equity action plan should be revised regularly and informed by a gender audit.

This Club Gender Equity Action Plan is designed to be facilitated by an expert in gender equality and sport (for example, someone from a women's health organisation, regional sports assembly or local council). Clubs and organisations should be guided through this process. For ideas of actions that address the gendered drivers of violence go to [*Safe and Inclusive Sport: Preventing Gender-Based Violence*](#).



Facilities



Our club aims to: _____

Choose 1-3 of these goals for your club or make your own:

- Provide facilities that are suitable for people of all genders and abilities.
- Ensure our facilities are used in a fair and equitable manner.
- Ensure our facilities are safe, welcoming and inclusive for everyone.

Actions to achieve these goals	Timeframe	Responsibility (e.g., an individual person or whole committee)	How we know we have achieved the goal	Who can help?	Monitoring	Comments
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Club culture



Our club aims to: _____

Choose 1-3 of these goals for your club or make your own:

- Show consistent and clear leadership by setting the standard of zero tolerance in our club towards sexist or homophobic attitudes, language, and discriminatory behaviour.
- Value and promote good sporting behaviour, equality and respect on and off the field.
- Support all people (including men and boys) to promote gender equity in the club and understand the broad range of benefits gender equality has for our club including the prevention of gender-based violence and healthy masculinities.

Actions to achieve these goals	Timeframe	Responsibility (e.g., an individual person or whole committee)	How we know we have achieved the goal	Who can help?	Monitoring	Comments
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Leadership and Governance



Our club aims to: _____

Choose 1-3 of these goals for your club or make your own:

- Promote women’s, girls’ and gender diverse people’s voices and perspectives equally with boys’ and men’s on and off the field.
- Have gender diversity in leadership, including coaching and committee positions.
- Regularly review how equal, safe, welcoming, and inclusive our club is for everyone, particularly women, girls, and gender diverse people, and continuously make improvements.
- Make gender equality at our club ‘business as usual’.

Actions to achieve these goals	Timeframe	Responsibility (e.g., an individual person or whole committee)	How we know we have achieved the goal	Who can help?	Monitoring	Comments
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Participation



Our club aims to: _____

Choose 1-3 of these goals for your club or make your own:

- Provide a range of opportunities and pathways for everyone to participate in all aspects of our club and activities.
- Value women’s, girls’ and gender diverse people’s involvement and promote their participation in all roles.
- Provide opportunities for men and boys to challenge gender stereotypes and promote healthy environments for everyone in our club.
- Support all women and gender diverse people to participate by recognising that some face multiples barriers other than gender.
- Aim to better include women, girls and gender diverse people who are Aboriginal/Torres Strait Islander, older, Culturally and Linguistically Diverse (CALD), have a disability, and/or identify as LGBTIQ+.

Actions to achieve these goals	Timeframe	Responsibility (e.g., an individual person or whole committee)	How we know we have achieved the goal	Who can help?	Monitoring	Comments
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Promotion and Recruitment



Our club aims to: _____

Choose 1-3 of these goals for your club or make your own:

- Use our internal and external communications, social media, marketing, and events to demonstrate our club’s commitment to gender equality.
- Ensure our communications are gender inclusive.
- Listen and respond to the needs of women, girls and gender diverse people around ways they want to be included and acknowledged.

Actions to achieve these goals	Timeframe	Responsibility (e.g., an individual person or whole committee)	How we know we have achieved the goal	Who can help?	Monitoring	Comments
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