

Safe and Inclusive Sport:

Preventing Gender-Based Violence Implementation Checklist



Acknowledgement of Country

The Victorian Government proudly acknowledges Aboriginal people as the First Peoples and Traditional Owners and custodians of the land and water on which we rely. We acknowledge the ongoing leadership role of the Aboriginal community on gender equality and the prevention of gender-based violence. As First Peoples, Aboriginal Victorians are best placed to determine a culturally appropriate path to gender equality in their communities.

We recognise that self-determination is the vital guiding principle for all Victorian Government actions to address past injustices and to create a shared future based on Aboriginal sovereignty. We are deeply committed to Aboriginal self-determination and to supporting Victoria's Treaty and Truth-telling processes.

The Safe and Inclusive Sport Implementation Checklist (the Checklist) has been designed to be used alongside the Safe and Inclusive Sport: Preventing Gender-Based Violence Guide (the Guide).

The Checklist has been designed for anyone working in sport and recreation settings (both professional and community sport) to create safe and inclusive environments and contribute to the prevention of gender-based violence. It is a tool to develop initiatives that successfully implement the 10 guiding principles from the Guide.

The Safe and Inclusive Sport resources have been developed for use by organisations such as:

- National Sporting Organisations (NSOs)
- State Sporting Associations (SSAs)
- Regional Sports Assemblies (RSAs)
- Active Recreation Organisations
- Local Councils
- Women's Health Services
- Community Health Organisations

The Checklist is intended for use by peak bodies, governing organisations, or support agencies, and is not designed for volunteer-led community sport clubs to use independently.

How to use:

The Checklist should be revisited regularly with your program advisory group and partners. It helps identify gaps and opportunities, allowing you to tailor your work and initiatives to suit your sport setting.

You don't need to complete the Checklist actions in order. Feel free to skip steps that aren't relevant to your work, or return to them later if needed.


When additional expertise is needed, collaborate with your program partners and stakeholders. Successful gender equity and the prevention of gender-based violence rely on collective effort and shared knowledge.

Successful gender equity and prevention of gender-based violence initiatives are a collective effort.

Checklist


1. Establish a case for change

Provide the sporting community with a clear case for change – a story about why gender equity and the prevention of gender-based violence is important, why change is needed, and a clearly articulated goal for any proposed activities.

		Comments/notes
Have you read the Safe and Inclusive Sport: Preventing Gender-Based Violence Guide ?	Yes No N/A	
Do you understand the benefits of gender equity for your sport and the individuals that participate in it?	Yes No N/A	
Do you understand the role sport plays in the prevention of gender-based violence ?	Yes No N/A	
Are you familiar with the gendered drivers of violence and how they present in sport ?	Yes No N/A	
Have you created a set of overarching goals for your program that consider all your spheres of influence (e.g. workplace equality as well as working with local clubs)?	Yes No N/A	
Do your goals include stating the benefits of achieving gender equity to the club/sport including its link to preventing gender-based violence?	Yes No N/A	
Have you developed a key messages document for your program? Note: You may have different messages or approaches to communicating to different participants in your program based on what type of communication style or tool they are most receptive to. For instance, your staff key messages document may focus more on the prevention of gender-based violence, while the club document might be plainer English and focus more on gender equity and its benefits.	Yes No N/A	
Have you developed a communications plan for your program?	Yes No N/A	
Is your program inclusive of gender diverse people? This includes ensuring you use inclusive imagery and language (e.g. using the terms women/men/non-binary people instead of male/female).	Yes No N/A	

2. Commit to adopting a whole-of-sport approach including leadership support


To work towards the prevention of gender-based violence, sporting organisations should adopt a comprehensive approach that extends from their executive through to players, coaches, staff, supporters, sponsors, members and volunteers.


		Comments/notes
Are you working with people at all levels of your sport? This likely would include executive leadership, board/committee, players, coaches, officials, staff, supporters, sponsors, members, volunteers etc.	Yes No N/A	
Have the CEO, board/committee and executive team of your organisation made a commitment (including a public statement) to supporting gender equity work, and your program specifically?	Yes No N/A	
Have the CEO, board/committee and executive team of your partner organisations made a commitment to supporting this program through funding, expertise or in-kind support?	Yes No N/A	
Have community club leaders (e.g., President, Secretary, committee members, and coaches) made a commitment to supporting this work and your program?	Yes No N/A	
Does your leadership team actively model and promote gender equality, respect and standards for acceptable behaviour?	Yes No N/A	
Has your organisation created a Gender Equity Action Plan ? Note: You can refer to page 9 of the Guide for a case study on developing a Gender Equity Action Plan at an organisational level.	Yes No N/A	
Has your organisation and partner organisations committed to undertaking ongoing internal capacity building activities, including all staff who are not directly linked to the program delivery?	Yes No N/A	
Have you established a working group that brings the partner organisations together to govern and advise on the program? Note: A terms of reference is advisable for such a group to help guide discussion and planning.	Yes No N/A	

3. Take an intersectional approach

An intersectional approach is a way of thinking, reflecting and working, and can be used to better understand and meet the needs of people who are underrepresented or marginalised in sport.


We need to take an intersectional approach to gender equality and explore the interconnected nature of social identities such as race, class, age, sexuality, ability and gender as they apply to an individual or a group. We then need to try to understand how they create overlapping forms of discrimination or disadvantage.

		Comments/notes
Have you considered budget available to support collaboration/partnership, co-design or consultation?	Yes No N/A	
Have you co-designed your program with both the people who will be impacted by the work and the people who will benefit from the program?	Yes No N/A	
Have you consulted with relevant stakeholders who can support with taking an intersectional approach?	Yes No N/A	
Have you developed a plan for how you will actively involve key organisations, community leaders and/or marginalised community members in the planning, implementation and evaluation of your initiative (e.g. young people, women, girls and gender diverse people, people from multifaith/religious backgrounds, culturally and racially marginalised, Aboriginal and Torres Strait Islanders, LGBTIQ+ community members)?	Yes No N/A	
Have you chosen partners with relevant expertise? (e.g. specialist groups or organisations such as Proud 2 Play , VACSAL , local Aboriginal Community Controlled Organisations, CMSport , and Regional Sports Assemblies).	Yes No N/A	
Have you considered how power might affect your relationships with stakeholders, program partners and those you work with?	Yes No N/A	
Have you taken action to create partnerships with community-led and owned organisations that are equal and meaningful?	Yes No N/A	
Does your initiative address multiple forms of discrimination and oppression (e.g. ableism, racism, homophobia, ageism, transphobia) at the individual, organisational and structural levels?	Yes No N/A	
Have you put measures in place to allow you to reflect on your unconscious biases related to race, class, gender, age, sexuality or ability? This might include peer learning, peer reflection, or supportive supervision.	Yes No N/A	

		Comments/notes
<p>Will your data collection reflect a range of information on who is or is not participating in your initiative? (e.g. using disaggregated data to help identify and understand participation of people with differences).</p> <p>Note this you need to be transparent with participants about why you're collecting data (e.g. to inform future adjustments) while also making sure their privacy is respected.</p>	Yes No N/A	
<p>Have you embedded the principles of Aboriginal self-determination into your program and committed to a culturally safe approach?</p>	Yes No N/A	
<p>Has your organisation considered tangible ways to engage with, and support, Aboriginal organisations and communities to design, deliver and evaluate your prevention of gender-based violence program in line with their preferences?</p>	Yes No N/A	
<p>Have your key staff undertaken (or will undertake) cultural awareness and cultural competency training?</p>	Yes No N/A	


4. **Work in partnerships with other organisations and experts**


The prevention of gender-based violence is a community-wide responsibility, and sport does not need to take action alone. Working in partnership can be a great way to collaborate, share expertise, and build the capacity of all partners involved.

		Comments/notes
<p>Have you mapped out and engaged the local experts and service providers that you could partner with?</p> <p>Note: These include universities, local councils, gender equity and prevention organisations, women's health organisations, Regional Sports Assemblies, specialist inclusion organisations, and Aboriginal Community-Controlled Organisations.</p>	Yes No N/A	
<p>Have you developed a Memorandum of Understanding that outlines the commitments and responsibilities of all involved in the partnership including processes for managing disagreements or challenges?</p>	Yes No N/A	

5. Embed strong planning and evaluation


Strong planning, governance and evaluation processes are essential for gender equity initiatives. Evaluation is the process by which we judge the worth or value of something and is more than simply measuring success or failure. It should involve asking questions and reflecting on the answers.

		Comments/notes
Have you developed a program plan that is informed by the gendered drivers and other forms of discrimination? (see page 17 of the Guide for examples of positive actions you can apply to your program).	Yes No N/A	
Have you developed a program plan that is informed by discussions with your partnership group and engagement with women, girls and gender diverse people?	Yes No N/A	
Have you developed an evaluation framework for your program?	Yes No N/A	
Does your program have a governance structure in place? (e.g. Gender Equity Advisory Group or expert partners).	Yes No N/A	
Do you have staff allocated to the delivery of the program and have you built this into their individual workplans?	Yes No N/A	
Have you developed a plan for how you will fund, or secure funding for, this work? (e.g. internal funding, external grant, or a mix of both).	Yes No N/A	
Have you engaged women, girls, and gender diverse people at every stage of the program?	Yes No N/A	
<p>For example, consider these actions:</p> <ul style="list-style-type: none"> • prioritising women and gender diverse people's leadership in both the governance of the program and in the program itself • putting together a gender equity advisory panel to provide advice on the program, which is predominately made up of women, gender diverse people or people who identify as LGBTIQ+ • engaging in consultation with women, girls, and gender diverse people to learn about their experiences. This could be done through informal conversations, member surveys, gender audits and focus groups • creating a safe environment for women, girls, and gender diverse people to share their insights. 		

		Comments/notes
If your program works with sport clubs, have you considered the ‘tips for working with community sport clubs’ in your planning?	Yes No N/A	
Have you planned to tailor and use the Gender Audit and Gender Equity Action Plan template in your program?	Yes No N/A	
Have you created a risk management plan that outlines how you will identify, assess and manage potential risks, including strategies for mitigation and monitoring?	Yes No N/A	
Have you considered how you will design your program resources and digital content to be user-friendly, engaging and accessible for all?	Yes No N/A	

6. [Engage men while ensuring women and gender diverse people are central to the work](#)

Men play a critical role in calling out sexism and disrespect, and building gender equality in their everyday lives with family, friends, teammates and in sporting clubs. The evidence suggests that the most effective gender equity and violence prevention programs engage men and boys from the outset.

		Comments/notes
Does your program have a strategy for engaging men and boys, and does this take a strengths-based approach? (e.g. more talking about men’s role in the solution and less time talking about their role in the problem).	Yes No N/A	
If you are providing education and capacity building around healthy masculinities, do women and gender diverse people also have opportunities to be involved and benefit from the conversation and education?	Yes No N/A	
Are you engaging men and boys in conversations around ‘active allyship’ rather than passive allyship or awareness raising?	Yes No N/A	
Does your program provide opportunities for men to safely explore and discuss outdated stereotypes and ideas of masculinity that constrain them and limit their choices? (e.g. The Man Box).	Yes No N/A	
Does your work with men provide them the opportunity to consider power imbalances and inequality in their sporting environment, as well as allow them to reflect on their own experiences of gender norms and stereotypes?	Yes No N/A	


7. Develop and implement appropriate responses to instances of disrespect and violence towards women and gender diverse people

Sport organisations have a responsibility to protect employees and participants from gender-based violence. They can do this by ensuring they have policies and procedures to address instances of violence and disrespect and ensure people who experience violence and discrimination (both within and outside of the club setting) receive appropriate support.

		Comments/notes
Does your organisation articulate a clear and positive position in supporting the participation and success of women and gender diverse people in sport, on and off the field? Organisations can clearly articulate their position/expectations through policies such as a Code of Conduct, Constitution, strategy or other whole-of-organisation document.	Yes No N/A	
Does your organisation articulate clear expectations about respectful and inclusive behaviour, including from employees, volunteers, coaches, participants and supporters?	Yes No N/A	
Does your organisation provide education for employees, volunteers, coaches, participants and supporters which addresses respectful and inclusive behaviour expectations, obligations, policies and procedures?	Yes No N/A	
Does your organisation have clear policies and procedures in place to support employees, volunteers and participants who experience violence or harassment?	Yes No N/A	
Does your organisation have policies and procedures in place to hold employees, volunteers, coaches and participants (including professional athletes) to account if they perpetrate violence or harassment?	Yes No N/A	
Does your organisation have clear, accessible and transparent reporting pathways and share this information with clubs, leagues and associations regularly?	Yes No N/A	
Is your sport signed up to Sport Integrity Australia's National Integrity Framework and have policies in place to address Child Safeguarding, Member Protection, and Complaints, Disputes and Discipline? If not, does your organisation otherwise have policies addressing Child Safeguarding, Member Protection, and Complaints, Disputes and Discipline issues (whether in a Code of Conduct, Constitution, or another document)?	Yes No N/A	
Do the partners or sporting organisations you're working with have policies and procedures in place to support their members (including volunteers, participants and family members) who experience violence or harassment? A list of support services can be found here .	Yes No N/A	
Do the policies in place address instances of violence, disrespect or discrimination that occur outside the sport setting and make clear how your organisation can support the victim survivor?	Yes No N/A	


8. Expect and prepare for resistance

Resistance to gender equity and prevention of gender-based violence initiatives can come in many forms. It is important to prepare for resistance, including by ensuring leadership of your organisation is committed to supporting staff who experience resistance.

		Comments/notes
Do you have a strategy for addressing and responding to backlash and resistance?	Yes No N/A	
Does your organisation and its leadership understand that responding to resistance is the responsibility of everyone involved, from the team and project workers to the organisational leadership?	Yes No N/A	
Has your organisation committed to training staff on how to manage backlash and resistance?	Yes No N/A	
Does your organisations have a staff support process to help manage incidents of backlash and resistance?	Yes No N/A	
Have you compiled a list of experts and local services that you can contact to assist you in tackling resistance? (e.g. Safe and Equal or local women's health services).	Yes No N/A	


9. Share knowledge and learn from experts and peers

Remember that this work does not need to be done alone, and in fact there is a great opportunity to strengthen your work by seeking support and advice from the many people working in Victoria with expertise in gender equality and sport, including to understand the latest research and learn from peers.

		Comments/notes
Has your organisation committed to consistently engaging with primary prevention and gender equality experts to share knowledge and learnings?	Yes No N/A	
Do your program plan and evaluation framework include sharing your findings with your peers?	Yes No N/A	

10. Celebrate successes

Although the work never ends, it's important to recognise each step towards a better and more gender equal future. When you have achieved a goal, noticed positive changes, or receive external recognition for your work, take the opportunity to share that achievement with your sporting community.

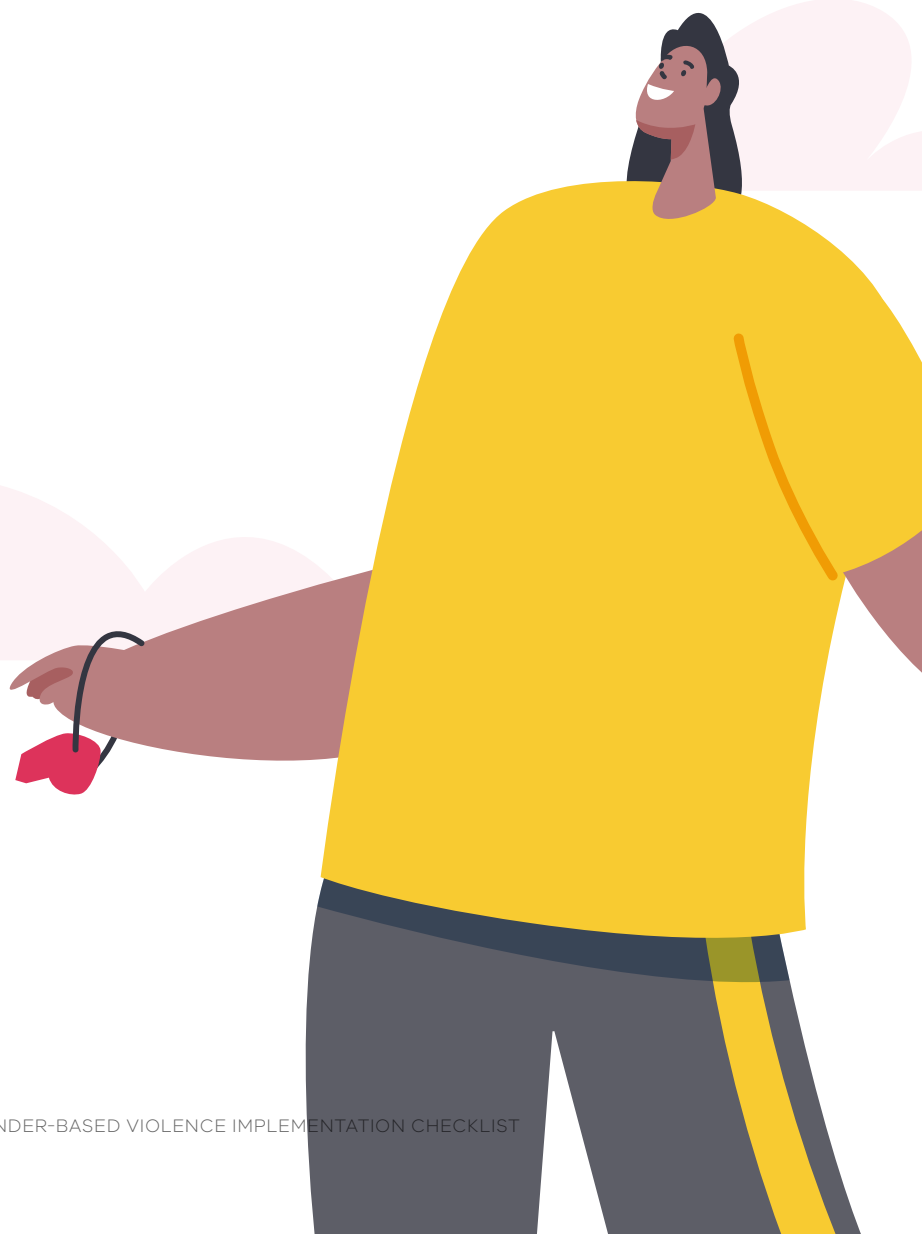
		Comments/notes
Does your program plan include regular opportunities to showcase and celebrate your achievements? Note: This could be through events, reporting, internal communications, social media campaigns or via other digital channels.	Yes No N/A	
Have you considered how you will tailor these communications depending on the audience? (e.g. lead with data or lead with storytelling).	Yes No N/A	

Additional support and resources

The following information provides additional support to project workers when developing initiatives that support gender equity and the prevention of gender-based violence. Project workers should consider the training recommendations, case studies, and resources provided in this section before delivering their program.

Training and capacity-building

It is important for staff and project workers to prioritise their own learning and capacity building by regularly attending relevant training. A range of organisations can help build the capacity of your staff to deliver gender equity and prevention of gender-based violence initiatives including Safe and Equal, The Men's Project, Women's Health Services, Koorie Heritage Trust and Our Watch.



Case Studies

Layups to Leadership

Broadmeadows Basketball Club develops Gender Equity Action Plan as part of Crash the Boards program

Crash the Boards was funded through the Victorian Government's [Preventing Violence Through Sport Grants Program 2022-2025](#) and supported 8 basketball associations across Victoria to understand and embed gender equity in basketball.

Through consultation with the committee, coaches, staff, parents, players and members across its basketball community, Broadmeadows Basketball Association (BBA) identified opportunities to support gender equity across 5 key areas: policies, practices, people, participation and partnerships.

This case study demonstrates the successful application of the [Safe and Inclusive Sport: Preventing Gender-Based Violence Guide](#) and showcases what gender equity and primary prevention initiatives can look like in a sport setting.

To view more case studies, visit the [Sport and Recreation Victoria website](#).

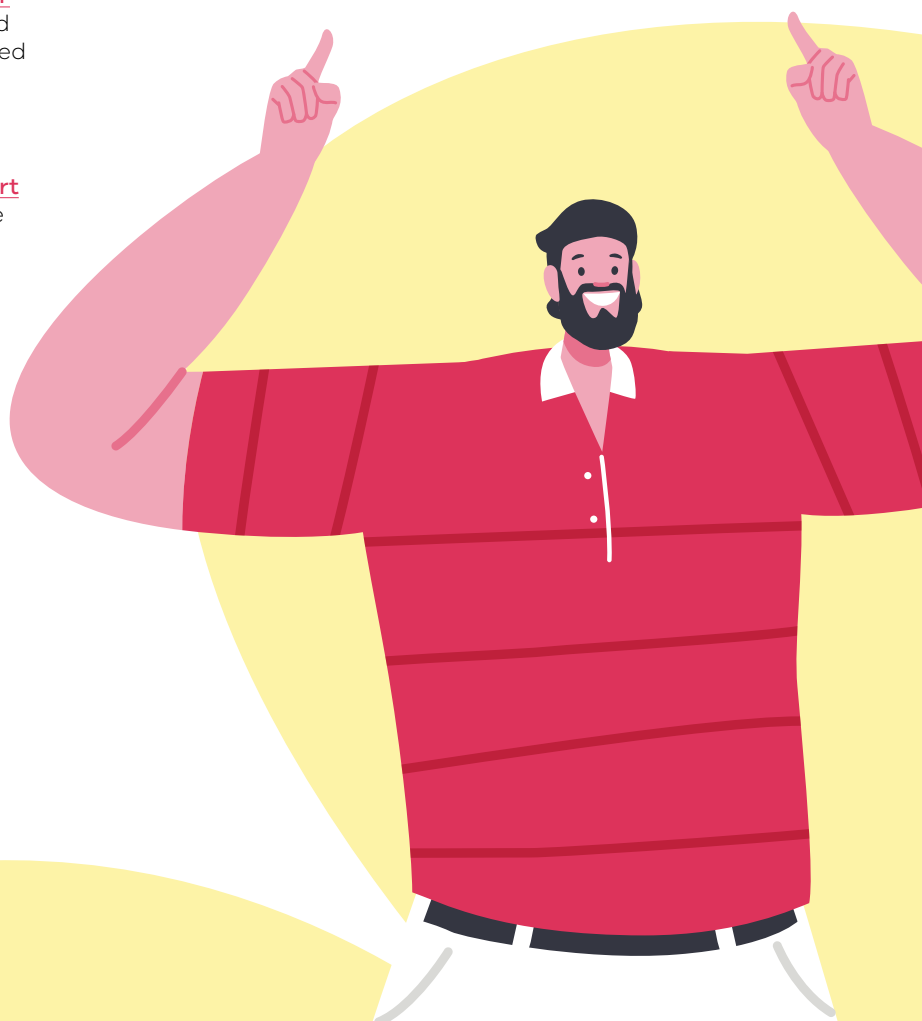


Useful resources

It is important to consider the types of resources you may want to develop to support your program. Resources are a great educational tool and can help to increase engagement and promote your program to different audiences. Program resources can take many forms including: digital, print, social media campaigns, workshop materials, and more.

Here is a list of resources from the funded [Preventing Violence Through Sport Grants Programs](#) projects that you can use in your work or draw inspiration from:

- **GenWest** worked with a local artist to develop [a zine and poster](#) for use in local clubs. These resources are distributed to footy clubs during training sessions and share information about gender equality, mental health, preventing gender-based violence, healthy relationships, consent and where to get help.
- **The Sexual Assault and Family Violence Centre** created [2 video resources](#) for use in local clubs on the important role they play in preventing and responding to gender-based violence. The videos are used during training sessions with community clubs and reinforce the essential actions clubs must take to break gendered stereotypes, become active bystanders and respond safely to instances of gender-based violence.
- **Crash the Boards** have taken their 8-phase program online, creating [a website](#) to promote the program and support local basketball associations to embed gender equity and prevent gender-based violence.
- **La Trobe University** and **Sports Focus** worked in partnership to create [a suite of educational resources](#) for use in local clubs. The digital and print resources assist clubs to identify gendered disrespect and violence and supports them in responding to these incidents.
- **Merri Health** partnered with **RMIT University** to produce [a comprehensive evaluation report](#) to determine the impact of their We're Game project. The report is available on the Merri Health website and aims to better understand how sport can be used as a context for preventing gender-based violence.
- **South West Sport** worked with **Women's Health and Wellbeing Barwon South West** to develop [a video resource](#) that highlights the benefits of taking a partnership approach to preventing gender-based violence in sport.
- **City of Whittlesea** (CoW) created a Rules of Positive Engagement Playbook for use in local clubs. The playbook outlines 8 behaviours that guide clubs and council to work together in a respectful and constructive way that is focused on solutions that support gender equity in their sporting communities. Contact CoW for more information info@whittlesea.vic.gov.au.
- **Mildura Rural City Council** developed [workshop materials and club resources](#) to support local clubs to create welcoming, inclusive and safe sporting environments. The resources are free to access online and are also used during workshops to support clubs to embed cultures of respect and prevent gender-based violence.



Thank you

Safe and Inclusive Sport: Preventing Gender-Based Violence was developed by Sport and Recreation Victoria in partnership with Family Safety Victoria.

Sport and Recreation Victoria thanks everyone who shared their time, expertise and experiences with us to develop this resource. Our work is deeply strengthened as a result of these contributions, partnerships and collaborations.

Disclaimer

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