



Creating a Place for Women in Sport

A gender equity self-assessment for sport and recreation clubs

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The following gender equity self-assessment was developed by Yarra Ranges Council, Inspiro and EACH, 2018. This tool was based on the audit developed as part of the 'Our Codes, Our Clubs: Changing the Story to Promote Gender Equity Together', implemented by Maroondah City Council, Yarra Ranges Council and Knox City Council and funded by Municipal Association of Victoria.

For more information about the development of this tool, contact Yarra Ranges Council.

P: 1300 368 333



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Before you Complete the Self-Assessment

This gender equity self-assessment is a practical tool for your club to identify strengths and opportunities to promote equality. The tool aims to assist your club to look at different areas in your environment, and recognise how you are going in relation to gender equality. There are no right or wrong answers; the tool is an internal resource to be used as a 'temperature check' at a moment in time. It provides an opportunity for your club to learn and discuss ways it can create environments where women and men can equally participate.

Who should use this tool?

This self-assessment has been designed for Australian sport and recreation clubs that:

- Are male dominated and lack active female participation.
- Have an equal gender balance of members, but are looking to create more inclusive environments for women in all aspects of their club.

Tool outline & scale

There are six different sections of the tool. As you answer each question, consider the evidence to support your answer. You will be asked to respond to each question based on the following scale.

We do this well: Our club consistently achieves this and has evidence to support this.

Needs more work: Our club sometimes achieves this, but more work is needed.

We don't do this yet: Our club is not doing anything at the moment to support this.

N/A: This statement is not applicable to our club.

If you or someone you know is impacted by sexual assault or family violence, call 1800RESPECT on 1800 737 732 (24/7). In an emergency, dial triple zero (000).

How to complete the self-assessment

- We recommend your club completes the self-assessment as a group during a club committee meeting.
- Consider inviting representatives from your playing group to be a part of the process.
- The self-assessment will take approximately 1 hour to complete; however, we encourage committees to allow as much time as possible to enable robust discussion.
- We recommend you complete all sections of the tool to ensure all areas of your club environment are considered.

Action planning

Throughout the tool, you will be guided to develop key actions to address areas for improvement. These actions will help form a club action plan. When the time comes to develop your plan, refer to the resource 'Next Steps: Action Planning for Gender Equity' on page 11 onwards of this document.

Want to find out more?

Research tells us that by promoting respectful relationships and creating equal opportunities for women and men, violence against women can be prevented. To learn more about this link, and the benefits of creating equal environments for women and men, refer to the "Why Take Action?" fact sheet which can be found at: www.yarraranges.vic.gov.au/Community/Gender-equity/Leading-the-change

Section 1: Club Information

This section provides an opportunity for your club to record the number and gender breakdown of volunteers and staff in key club roles. This will be useful information for your club to recognise the different positions that women and men currently play within your club. Some sport and recreation clubs have had limited female participation in the past, particularly in leadership or as coaches or trainers. Research shows great benefit of having “women at the table” in leadership to represent diversity in views. It is important to identify areas where you may have an unequal gender balance in certain roles, and recognise opportunities to engage more women and men in club positions.

Some of the club areas included in the table below may not be relevant to your club. A space has also been provided if you wish to add more roles.

| Area of club | Number of people involved and gender breakdown |
|--|--|
| Committee members | E.g. 4 female, 5 male |
| Coaches or trainers | |
| Members aged over 18 | |
| Members aged under 18 | |
| Support roles (team managers, referees, judges, scorers, runners, umpires, canteen etc.) | |
| Other roles you wish to record | |

Section 2: Leadership

Sporting clubs are in a unique position to model respectful relationships and promote equal opportunities for women and men. Having an equal gender balance in leadership allows both women's and men's voices, opinions and experience to be considered in important club decision making and planning.

| Statement | We do this well | Needs more work | We don't do this yet | N/A |
|--|-----------------|-----------------|----------------------|-----|
| 1. Our club strives and has a written commitment to have a female and male gender balance in our leadership positions. | | | | |
| 2. Our club ensures women are actively involved in all planning and decision making. | | | | |
| 3. Our club has a strategy or plan to recruit, retain and train women for leadership roles such as; president, coach or trainer. | | | | |
| 4. Our club provides position descriptions so every member understands the responsibilities for each club role. | | | | |
| 5. Our club looks for opportunities to promote the great work we are doing to include women.eg, through local and social media. | | | | |
| 6. When sexist behaviour is observed (such as sexist language, derogatory comments and unfair treatment relating to gender), all our leaders would know how to and feel confident to take action. | | | | |
| 7. Our club has and communicates to its members, a policy relating to gender equality which includes <u>all</u> of the following; unacceptable language, jokes and comments made, verbal abuse, sledging, images and materials displayed, and action taken around sexual harassment. | | | | |

Actions

Based on your responses to the questions above, what are three key steps or actions that your club might take to:

- Improve on
- Celebrate and promote what you're doing well

1.

2.

3.

Section 3: Club Culture

Sport and recreation clubs play a natural leadership role in the community, and can provide a positive culture to create safe and welcoming environments. Clubs have a unique opportunity to address barriers that lead to negative attitudes and behaviours towards women, and provide an environment where both women and men are respected, valued and accepted. Creating positive club cultures and environments will in turn assist in building club membership and increasing female participation in physical activity.

| Statement | We do this well | Needs more work | We don't do this yet | N/A |
|---|-----------------|-----------------|----------------------|-----|
| 1. Our club is continually and actively working to improve its culture to be a welcoming place for females. | | | | |
| 2. All club events (social, official etc) encourage respectful relationships between women and men of all ages. | | | | |
| 3. Our club values our female players and teams, and provides equal allocation to the best facilities or to prime playing time. | | | | |
| 4. Our female senior and junior trophies and team photos are displayed around the club room in equally clear view. | | | | |
| 5. Our club has <u>either</u> a written policy or guideline that coaches or trainers use to ensure equal playing time regardless of gender or ability. | | | | |
| 6. Our club has a feedback process that we encourage members to use. | | | | |
| 7. Our club ensures we act on complaints and provide feedback to those involved. | | | | |
| 8. Our club uses images that reflect our broad membership, including women, people of all genders, diverse cultures, people with a disability and/or people who belong to Aboriginal and/or Torres Strait Islander communities. | | | | |
| 9. Our club takes action to provide information in other languages as needed. | | | | |

Actions

Based on your responses to the questions above, what are three key steps or actions that your club might take to:

- Improve on
- Celebrate and promote what you're doing well

1.

2.

3.

Section 4: Membership & Engagement

It is important for the whole community that sport and recreation clubs consider barriers that may prevent members of the community from engaging. For some women, there may be a mix of different factors that need to be considered for equal participation, such as age, disability, finances, language or culture. For ways to improve club membership and engagement, your club could consider; does our club membership reflect the diversity of our local community? If not, what can we do to engage new members and support them to be involved?

| Statement | We do this well | Needs more work | We don't do this yet | N/A |
|--|-----------------|-----------------|----------------------|-----|
| 1. Our club aims to recruit more females. | | | | |
| 2. Our club reduces barriers and encourages women to be equally involved in all club related activities and roles, such as considering the time activities are held. | | | | |
| 3. To ensure equal access, our club provides payment plans for membership, fees and other costs. | | | | |
| 4. Our club has a person responsible for welcoming and ensuring all new members are provided with membership information. | | | | |
| 5. Our club addresses barriers to access for members e.g. finances, language, uniforms and equipment. | | | | |
| 6. Our club provides a range of social sporting options that considers the following groups: | | | | |
| • Girls | | | | |
| • Women | | | | |
| • Older female adults | | | | |
| • Women with a disability | | | | |
| • Women from culturally diverse backgrounds | | | | |
| • Women who belong to Aboriginal and/or Torres Strait Islander communities | | | | |
| • Women who identify as Lesbian, Bisexual, Transgender, Intersex or Queer | | | | |

Actions

Based on your responses to the questions above, what are three key steps or actions that your club might take to:

- Improve on
- Celebrate and promote what you're doing well

1. _____

2. _____

3. _____

Section 5: Volunteers & Employees

Increasing female participation in sport and recreation provides numerous opportunities to build respectful relationships between women and men. Providing a safe, respectful and inclusive environment for both women and men will support your club to increase membership, volunteers and employees.

Sport and recreation clubs provide great opportunities for members to develop new skills and try different roles. When allocating club roles, it is important to select individuals based on their skill level or interest, rather than assuming positions based on gender, e.g. having women in the canteen, or to cook at club events.

| Statement | We do this well | Needs more work | We don't do this yet | N/A |
|--|-----------------|-----------------|----------------------|-----|
| 1. Our club aims to increase the gender balance in all club roles. | | | | |
| 2. Our club provides equal amounts of training, development and mentoring for both our female and male volunteers and/or paid employees. | | | | |
| 3. When our club is planning for next season's club roles, we actively tap women on the shoulder to be involved. | | | | |
| 4. Our club strives to ensure that the allocation of volunteer/paid positions doesn't reinforce gender stereotypes e.g. only women are in the canteen. | | | | |

Actions

Based on your responses to the questions above, what are three key steps or actions that your club might take to:

- Improve on
- Celebrate and promote what you're doing well

1.

2.

3.

Section 6: Facilities

A sport or recreation club’s facilities can limit the participation and engagement of women and girls. Community spaces that are responsive to, respectful and supportive of the needs of women will assist in making women feel safe, valued and included in a club.

| Statement | Yes | Don't know | No | N/A |
|---|-----|------------|----|-----|
| 1. We have a process where we check if women feel safe using our facilities. | | | | |
| 2. The change rooms and toilets have clear signage to indicate the user, including universal symbols that cater for low or no literacy. | | | | |
| 3. Our change rooms and/or toilets are clean and tidy, and: | | | | |
| • Toilet paper is always refilled. | | | | |
| • Soap dispensers are available. | | | | |
| • Sanitary bins are available in every cubicle. | | | | |
| 4. Our facility has baby change and feeding areas that both men and women can access. | | | | |
| 5. All our facility lights are currently working. | | | | |
| 6. Our car park has designated disability parking. | | | | |
| 7. Our facility has change rooms with toilet and shower facilities that can be allocated to female players, umpires and coaches. | | | | |
| 8. The female change room showers and toilets all have lockable cubicles with doors. | | | | |
| 9. Our facility has female toilets available for the public to use. | | | | |
| 10. Our facility has an accessible toilet. | | | | |

Actions

Based on your responses to the questions above, what are three key steps or actions that your club might take to:

- Improve on
- Celebrate and promote what you’re doing well

1. _____

2. _____

3. _____

Next Steps

Action Planning for Gender Equity

Part 1: Planning for Action



This guide should be used once your club has completed their gender equity self-assessment.

This supporting resource has been designed to support your club to identify and implement key actions to promote gender equality and respectful relationships for women.

Your gender equity self-assessment should have highlighted key strengths and areas for improvement relating to gender equality and respectful relationships for your club. We recommend your club use these findings to design a plan to make steps towards creating a more gender equitable and respectful culture. Depending on your assessment findings, and your club's environment, these actions may be on a larger or a smaller scale.

Actions could include:

- Encourage active female participation in all levels of your club, including the game, on committees and in leadership positions.
- Create a safe place for women to participate. Safely step in and respond appropriately to inappropriate discussions about females.
- Break down gender stereotypes. Encourage both women and men to take on roles outside of those traditionally associated with their gender e.g. have more men in the canteen and more female coaches.
- Avoid using gendered language or insults such as, "be a man" or "you kick like a girl".
- Encourage all club leaders to model respectful relationships and respectfully challenge sexist comments.
- Include a commitment statement to model gender equitable behaviours in club policies, codes of conducts or position descriptions, etc.
- Reward respectful behaviour and manage disrespectful behaviour appropriately.
- Identify and encourage leaders in your club to lead this work.
- Discuss this topic regularly at club meetings.
- Consider applying for a Council community grant to enable funding for activities that promote equality in your club.
- Celebrate and reward women and young girls of all ages, abilities and diversity at the club.

Part 2: Key Steps to Create Change

Once you have completed a gender equity self-assessment at your club...

1. Raise and review your assessment results at a committee meeting.
2. Identify your priorities for action. Develop a gender equity action plan using the information from the self-assessment. A link to an action plan template is on page 14 of this document.
3. Seek committee agreement to carry out actions and set timeframes.
4. Set annual or 6-month review of actions and record progress.
5. Celebrate your success! Promote your club's journey and how you are working to improve gender equality at your club to the wider community. This could involve seeking local media attention.
6. Consider discussing your action planning process with your local Council or organisation who may be supporting you to use this tool.



Part 3: Support for Your Club

Key Resources

The following documents are key resources to support sport and recreation clubs to promote positive change around gender equality and respectful relationships.

Stepping In

A bystander action toolkit for state sporting associations, to support equality and respect at work.

Find it at: www.vichealth.vic.gov.au/search/bystander-action-toolkit

Everyone Wins

A toolkit that aims to assist clubs to build healthy and inclusive sporting environments.

Find it at: <https://vicsport.com.au/welcoming-sport>

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 it at: www.inspiro.org.au/our-services/healthy-communities

Equality is the Game: Club Committee Resource

A resource with simple steps for club committees on how they can create gender equality and prevent violence against women.

Find it at: www.maroonah.vic.gov.au/Explore/Sports-clubs-and-recreation-facilities/Our-codes-our-clubs

This Girl Can – Helping women and girls get active

A guide if you're part of any activity, club or industry body that could be getting more women involved in getting active.

Find it at: www.vichealth.vic.gov.au/search/helping-women-and-girls-get-active

Part 4: Action Plan Template

An Action Plan Template has been designed to be used after your club has completed the gender equity self-assessment. Results from the assessment will assist in identifying actions for improvement which can be included in this plan.



The gender equity action plan template can be found here:

www.yarraranges.vic.gov.au/Community/Gender-equity/Leading-the-change

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