



# Gender Equity Action Plan Guide

A resource for sporting clubs to develop actions based on the Self Assessment Tool findings



# Part 1

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## Introduction

The following guide has been designed to support your sporting club to identify and implement key actions to promote gender equality and respectful relationships for women. We encourage your club to utilise this guide, including the Action Plan template in Part 4, once you have completed the Creating a Place for Women in Sport (CPWS) Self Assessment Tool through your Council.

The Pre-Tool Survey and Self Assessment Tool should have highlighted key strengths and areas for improvement relating to gender equality and respectful relationships in your club. We recommend your club use these findings to design an Action Plan to make steps towards creating a more gender equitable and respectful culture. Depending on the Self-Assessment findings and your club's environment, these actions may be on a larger or smaller scale.

Actions could include:

- Strive to invite, or if possible have, 50% of club committee positions female.
- Ensure both women and men participate in non-gender stereotypical roles within the club, e.g. encourage more men in the canteen, and more female coaches and club presidents.
- Include a commitment statement to model gender equitable and respectful behaviours in position descriptions or terms of reference for committees.
- Look into how you can ensure your facilities are accessible to everyone, e.g. toilets and change rooms.
- Reward respectful behaviour on and off the field by developing a 'most respectful' behaviour award.
- Discuss respect and equality for women and men as a regular item at club meetings.
- Focus on encouraging respectful behaviour from spectators.
- Develop steps to ensure disrespectful and aggressive behaviour is managed appropriately.
- Implement education sessions around preventing violence against women.

# Part 2

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## Key Steps to Create Change

Once you have completed the Self-Assessment Tool at your club...

- Raise and review your audit results at a committee meeting.
- Identify your priorities for action. Develop a Gender Equity Action Plan using the information from the CPWS Pre-Tool Survey and Self-Assessment Tool. An Action Plan template and Key Action examples are in Part 4 of this guide.
- Seek committee agreement to carry out action and set timeframes.
- Set annual or 6-month review of actions and record progress.
- Celebrate your success! Promote your club's journey and how you are working to improve gender equality in your club to the wider community. This could involve seeking local media attention.
- For further assistance to increase gender equality at your club, contact your local Council:

### **Yarra Ranges Council**

Jason Young - 1300 368 333

### **Maroondah City Council**

Jeanette Ingram- 1300 882 233

### **Manningham City Council**

Clare Hockey – 9210 2618

# Part 3

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## Support for your clubs

### Key Resources

The following documents are key resources to support sporting 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](http://www.vichealth.vic.gov.au/search/bystander-action-toolkit)

#### **Everyone Wins**

A toolkit that aims to assist sports clubs to build healthy and inclusive sporting environments. Find it at: [www.vichealth.vic.gov.au/search/everyone-wins\\_clubs](http://www.vichealth.vic.gov.au/search/everyone-wins_clubs)

#### **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.youandirespect.com.au/resources](http://www.youandirespect.com.au/resources)

#### **She's Game**

A resource to support female participation in sport. Find it at: [www.maribyrnong.vic.gov.au/files/shes\\_game\\_-\\_club\\_based\\_education\\_program.pdf](http://www.maribyrnong.vic.gov.au/files/shes_game_-_club_based_education_program.pdf)

#### **This Girl Can**

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

[www.vichealth.vic.gov.au/search/helping-women-and-girls-get-active](http://www.vichealth.vic.gov.au/search/helping-women-and-girls-get-active)

#### **Equality in Action Tool Kit**

A tool kit of four tip sheets to support conversations with committee and leadership groups regarding working towards gender equality.

[www.maroondah.vic.gov.au/Explore/Sports-clubs-and-recreation-facilities/Equality-in-action-in-our-club](http://www.maroondah.vic.gov.au/Explore/Sports-clubs-and-recreation-facilities/Equality-in-action-in-our-club)

## Part 4

# Gender Equity Action Plan

This Action Plan template has been designed to be used after a sporting club has completed the CPWS Pre-Tool Survey and Self-Assessment Tool to assist clubs in identifying actions for improvement

Key Actions	Resources	Stakeholders	Who	When	Progress/ Update
What are we going to do?	What do we need to make it happen?	Who else will be involved?	Who is responsible for this task?	What is the expected completion date?	How are we going with this task? Where are we up to?
1.					
2.					
3.					
4.					
5.					

# Gender Equity Action Plan Examples

Key Actions	Resources	Stakeholders	Who	When	Progress/ Update
What are we going to do?	What do we need to make it happen?	Who else will be involved?	Who is responsible for this task?	What is the expected completion date?	How are we going with this task? Where are we up to?
Develop a user friendly feedback process to receive and respond to feedback from club members	Review and amend current systems. Promote and trial new processes.				
Develop a gender equity policy that focuses on the club's expectations around respectful relationships and positive role modelling.	Workshop key principles and seek out a template from council/league to develop a policy document.				
Conduct a membership survey to explore the needs and viewpoints of parents, players, volunteers and club officials.	Use the CPWS Pre-Tool Survey as the basis for a club surveymonkey.				
Investigate opportunities for women and girls to be more actively involved in club operations.	Position description for management and operational roles are available at AFL Community Roles Within A Club				

# Gender Equity Action Plan Examples

Key Actions	Resources	Stakeholders	Who	When	Progress/ Update
<p>What are we going to do?</p>	<p>What do we need to make it happen?</p>	<p>Who else will be involved?</p>	<p>Who is responsible for this task?</p>	<p>What is the expected completion date ?</p>	<p>How are we going with this task? Where are we up to?</p>
<p>Participate in relevant gender equity training or governance that may be offered to the club by council, the league or other providers.</p>	<p>Provide adequate notice of any upcoming training to relevant club leaders, members and players so they have opportunities to participate.</p>				
<p>Keep up to date records that demonstrate the club's commitment to gender equity, including the scheduling of training and matches for women and girls.</p>	<p>Ensure the committee has a system in place to accurately record information about club activities and facility use.</p>				
<p>Recognise and define what is and is not appropriate language and behaviour towards women and girls in general and in sport.</p>	<p>Utilise the Equality in Action in Our Club resource for guidance <a href="https://www.maroondah.vrc.gov.au/files/assets/public/documents/leisure/sport-rec/maroondah-gender-equity-toolkit.pdf">https://www.maroondah.vrc.gov.au/files/assets/public/documents/leisure/sport-rec/maroondah-gender-equity-toolkit.pdf</a></p>				