

DISCLAIMER

The tips and resources in the **Club Resource Kit** are suggestions, guides and samples only. Your club should ensure that they comply with relevant laws and sporting codes.



Document last updated 2 April, 2019. For broken links please contact Council's Sport and Recreation Department.



NEXT

CLUB RESOURCE KIT

Information for sports clubs

The Club Resource Kit provides links to reputable, up-to-date websites that offer tips, templates and ideas to help clubs succeed.

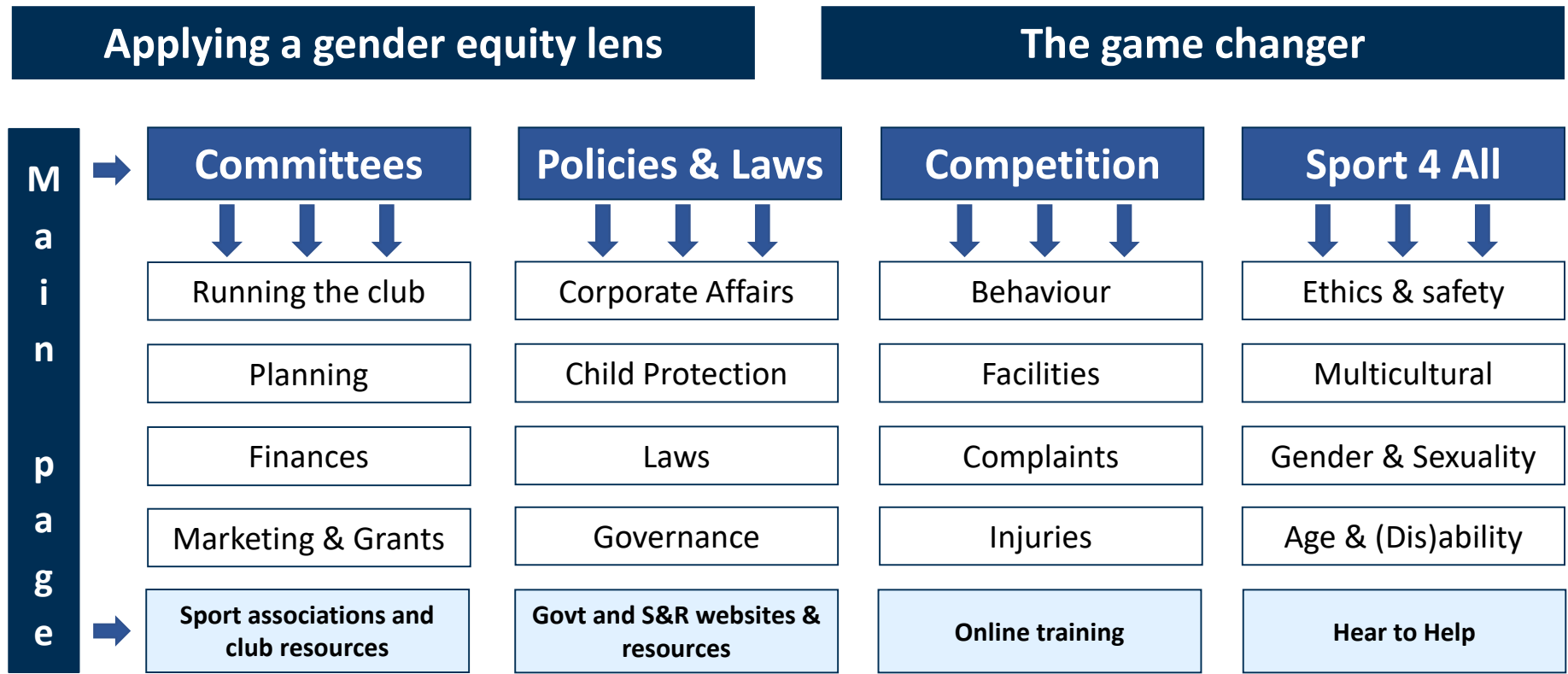
The Club Resource Kit takes the hard work out of finding resources and connects you to local, state, national and international sites.



NEXT

CLUB RESOURCE KIT

Table of Contents



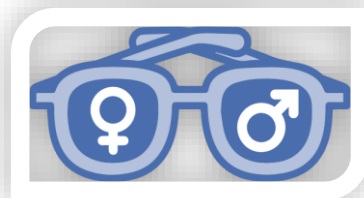
Click textboxes to access online or further information about applying a gender equity lens, making change, club operations and other training and resources.

CLUB RESOURCE KIT

Applying a gender equity lens

What does it mean to *apply a gender equity lens*?

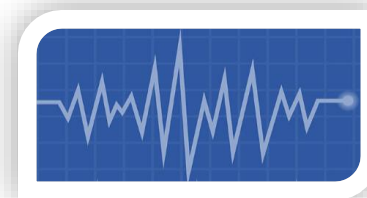
It means considering both men's and women's needs when developing programs. Factors that influence men's and women's participation differ and these factors should be taken into account.



GE lens: A resource



Quotas: "A process not an outcome"



Club health check



Click large image to go to some tips to encourage greater women's participation.

Click small images to access online information.

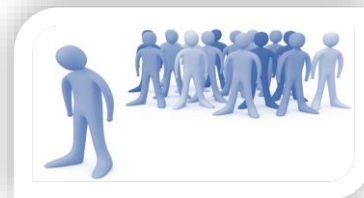
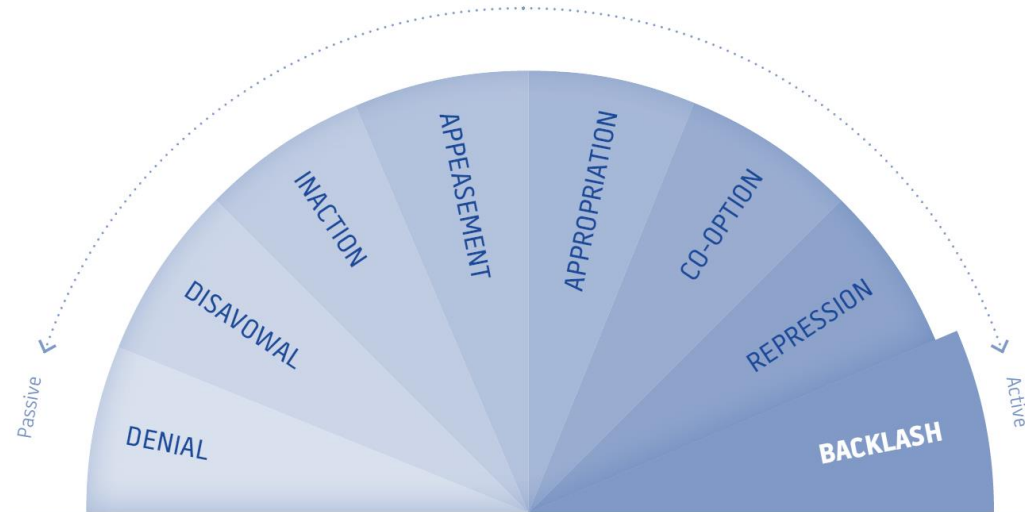
[BACK](#)

[Return to the Contents page.](#)

CLUB RESOURCE KIT

The game changer!

Implementing change can be challenging but rewarding. Here you'll find tips on how to work with other club members to bring change to your club. You'll learn the benefits of making clubs welcoming for everyone.



Bystander toolkit



Gender equality



Violence against women



Click small images to access online information.

Click semi-circle for tips to help with resistance.

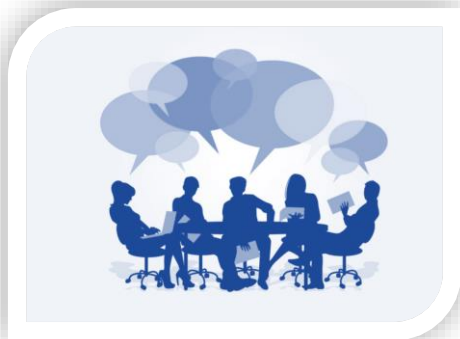
BACK

Return to the Contents page.



CLUB RESOURCE KIT

Information for Wyndham Clubs



Committees



Policies & Law



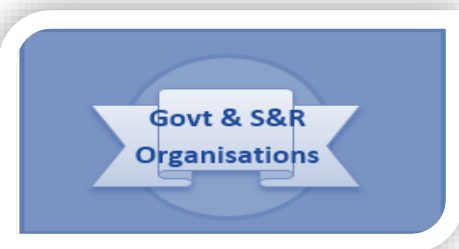
Competition



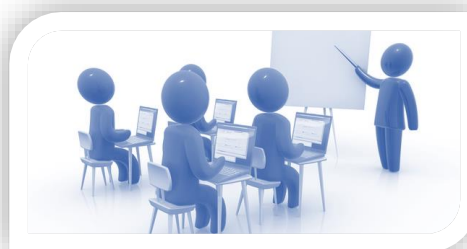
Sport 4 All



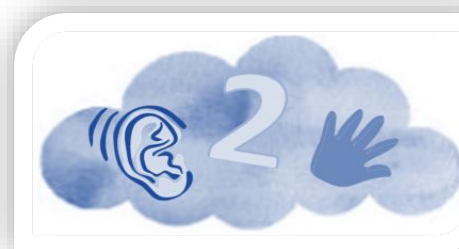
Sport association club resources



Govt and S&R websites and resources



Online training



Hear to Help

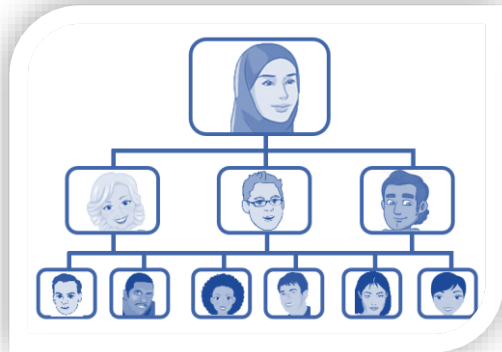


Click images to access online information about club operations, resources, websites, training and wellbeing help.

BACK

Return to the Contents page.

COMMITTEES



Running the club



Planning



Finances



Marketing &
Grants

Well-managed clubs are confident clubs. Good organisational, marketing and financial planning may increase membership and participation.

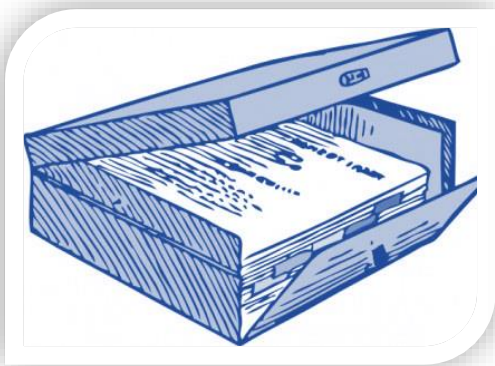


Click images to access online information to help club committees.

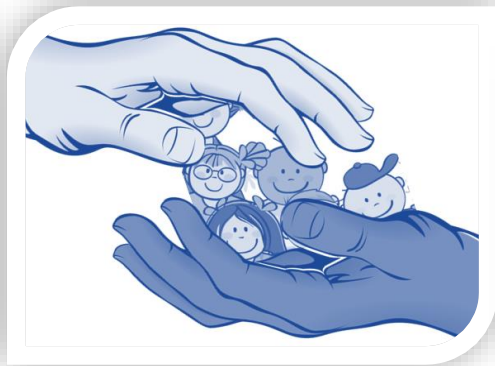
[BACK](#)

Return to the Contents page.

POLICIES & LAWS



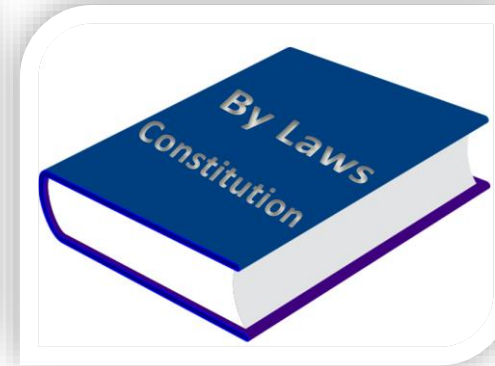
Corporate Affairs



Child Protection



Laws



Governance

Rules-based clubs are supportive clubs. Some rules are enshrined in law; others are guidelines. Good governance procedures support everyone.

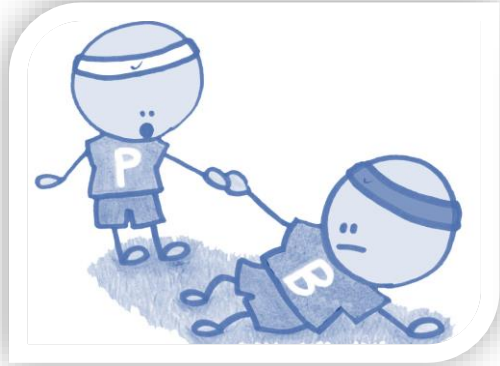


Click images to access online information about a range of policies and laws.

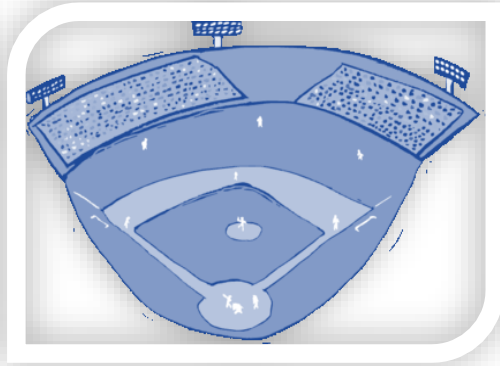
[BACK](#)

Return to the Contents page.

COMPETITION



Behaviour



Facilities



Complaints



Injuries

Well-run clubs are inclusive clubs. From improving complaints handling to improving lighting, the way clubs operate can improve access and participation.



Click images to access online information about running the competition.

[BACK](#)

Return to the Contents page.

SPORT 4 ALL



Ethics & Safety



Multicultural



Gender/Sexuality



Age &
(Dis)ability

Inclusive clubs are successful clubs. Encouraging people from all cultures, ages, genders and abilities broadens access and strengthens participation.



Click images to access online information about ways to make your club more welcoming to everyone.



[BACK](#)

Return to the Contents page.

RUNNING THE CLUB



Click clipboards to link with websites.








Click  for templates;  for information.

BACK

Return to the Contents page.



PRACTICAL HELP
Planning and committees

-  Committee help
-  Sample policies
-  Volunteer recruitment
-  Succession planning
-  Women on Boards
-  Positive environments

PLANNING

Determining
PRIORITIES

Utilising
EXPERTISE

Developing
A PLAN

Implementing
THE PLAN

Evaluating
SUCCESS

PRACTICAL HELP
Business plans and
evaluations



Business plan
template



Succession
plan



Planning
template



Strategic plan
template



Survey
Monkey



Getfeedback
survey



Click clipboards to link
with websites.

Click  for templates;
 for information.

BACK

Return to the
Contents page.

FINANCE

Developing
BUDGETS

Appointing a
TREASURER

Setting up
BUDGETS

Keeping
RECORDS

Using
SPREADSHEETS

PRACTICAL HELP
Finance and
budgeting



Budget
template



Treasurer
role



Excel budget
templates





ATO tax
information



Corp Affairs
help



Click clipboards to link
with websites.

Click  for templates;
 for information.



BACK

Return to the
Contents page.


MARKETING & GRANTS





Click clipboards to link with websites.


Click  for templates;  for information.


PRACTICAL HELP
Media, marketing and grants


 Marketing plan template

 Social media plan

 Media templates

 Event planning

 What's on Wyndham

 Grant writing tips

BACK

Return to the Contents page.



CORPORATE AFFAIRS

For incorporated associations

Reporting
OBLIGATIONS

Becoming
INCORPORATED

Knowing the
PENALTIES

Knowing the
RULES

Winding
UP

PRACTICAL HELP
Incorporated
associations



MyCAV



Fees &
forms page



Sign in page
- MyCAV



Click clipboards to link
with website.

Click for
information.

BACK

Return to the
Contents page.

CHILD PROTECTION



**Child safe
STANDARDS**



**The role of
THE CLUB**



**Reporting
OBLIGATIONS**





**Creating
SAFE SPACES**



**Touching
CHILDREN**



Click clipboards to link with websites.

Click  for templates;
 for information.

BACK

Return to the Contents page.





PRACTICAL HELP
Child safety standards

 Child Safety guides

  Videos: Child Safety

 Child safe standards

 PBTR training


 Safeguarding children



 WWC check


LAWS





PRACTICAL HELP
Discrimination and equal opportunity


 **Discrimination Act**

  **Trans/gender diversity in sport**

 **Equal opp'ty guidelines**



 **Club Help**

 **Sport discrimination**

 **Discrimination course**



Click clipboards to link with websites.

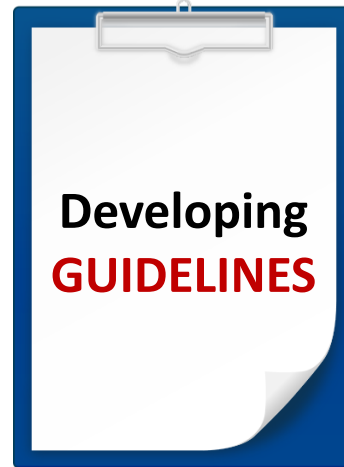
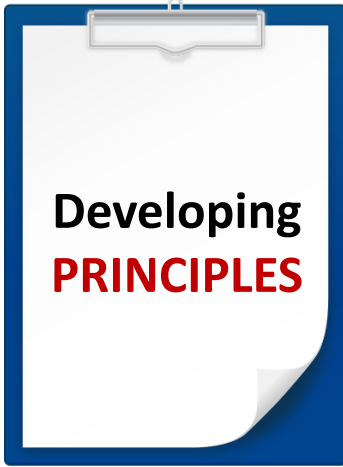
Click  for templates;  for information.

BACK

Return to the Contents page.






GOVERNANCE





PRACTICAL HELP


Member protection


 Member protection (1)

  Member protection (2)

 Member protection (3)



 ClubHelp

 Developing your club

 MPIO training



Click clipboards to link with websites.

Click  for templates;  for information.


BACK



Return to the Contents page.


BEHAVIOUR





PRACTICAL HELP
Codes of conduct and fair play


 Code of conduct (coach)


 Code of conduct

 Code of conduct



 Out of hours

 Fair play code

 Coaching course



Click clipboards to link with websites.

Click  for templates;  for information.

BACK

Return to the Contents page.

FACILITIES

Designing for
INCLUSION

Designing for
ALL ABILITIES

Designing for
ALL AGES

Designing for
WOMEN

Designing
TOILETS 4 ALL

PRACTICAL HELP
Inclusive
facilities



AFL facility
guidelines



Design for
all



AAA Play: All
abilities facilities



Universal
design



Female
friendly



Lighting
guidelines




Click clipboards to link
with websites.

Click  for templates;
 for information.

BACK

Return to the
Contents page.

COMPLAINTS



Establishing
PRINCIPLES



Complaints
POLICIES



Making
COMPLAINTS





Running
TRIBUNALS




Child harm
COMPLAINTS


PRACTICAL HELP
Complaints processes


 Complaints online training


 Policy templates

 Record a complaint



 Principles & guidelines

 Complaint flowchart

 Fair Play Code



Click clipboards to link with websites.

Click  for templates;
 for information.

BACK


Return to the Contents page.





INJURIES





PRACTICAL HELP
Injury prevention and reporting


 Sports injury prevention report

 **Footy First**

 Template: Injury record



 Sports ground checklist

 Injury factsheets

 Specific sports: injury prevention



Click clipboards to link with websites.

Click  for templates;  for information.

BACK

Return to the Contents page.

ETHICS & SAFETY

Bullying in
SPORT

Ethics and
INTEGRITY

Drugs and
ALCOHOL

Promoting
FAIR PLAY

Building
SAFE SPACES

PRACTICAL HELP
Fair play, ethics
and safety



Good Sports
resources



Making
sport safe



Ethics: Social
media



ASADA ethics
courses





Alcohol
policy



Integrity
readiness kit



Click clipboards to link
with websites.

Click  for templates;
 for information.


BACK


Return to the
Contents page.


MULTICULTURAL





PRACTICAL HELP
Cultural diversity and inclusion


 Game Plan resources

 Supporting migrant women

 Growing participation



 7 pillars of inclusion

 Indigenous inclusion

 Barriers to participation



Click clipboards to link with websites.

Click  for templates;  for information.

BACK

Return to the Contents page.

GENDER & SEXUALITY



PRACTICAL HELP
Gender and
sexual diversity



LGBT rights
guidelines



AFL gender
diversity policy



Intimate
relationships



This Girl
Can





Fair Play
Code



Respectful
relationships



Click clipboards to link
with websites.

Click  for templates;
 for information.


BACK


Return to the
Contents page.


AGE & (DIS)ABILITY





PRACTICAL HELP
All abilities and older people


 Game Sense

 Access for all abilities

 Adapting environments



 Older people

 Deaf Sports Aus

 ReLink for all abilities



Click clipboards to link with websites.

Click  for templates;  for information.

BACK

Return to the Contents page.

SPORT ASSOCIATIONS' CLUB RESOURCES



Click boxes to go to Sport Association's club resources.

BACK

Return to the Contents page.

WEBSITES & RESOURCES

Gov & SR
websites



Better Health Channel



Change our Game



Our Watch



Sport & Rec NSW



Sport & Rec Qld



Sport & Rec SA



Sport & Rec Tasmania



Sport & Rec Victoria



Sport & Rec WA



This Girl Can



Vic Health



WHIN

Club
resources



Club Help



Club Hub Wyndham



Good Sports



Skills Alliance



Play by the Rules



Sport Australia



Click images to go to government, sport and recreation or club resources.

BACK

Return to the Contents page.

TRAINING



There are a range of training options available to clubs. These are just some of them.

Click circles to go to sites that offer free online training.

BACK

Return to the Contents page.

HEAR TO HELP



Hear to Help is a free online directory with links to local wellbeing services and supports.

Click **Hear to Help** icon to access.

BACK Return to the Contents page.



RESISTANCE TO CHANGE

Tools and tips



Heard these
old chestnuts?

DENIAL “Move on. There’s nothing to see here.”	INACTION “I’m soooo busy. I don’t have time for this now.”
APPROPRIATION “We’d appoint more women if only they were qualified.”	REPRESSION “Women are just not interested in this sport.”
DISAVOWAL “What’s gender got to do with me? It’s not my job!”	APPEASEMENT “I agree. Let’s work on the gender policy next year.”
CO-OPTION “What about men? Men are victims too.”	BACKLASH “Those feminists deserve everything they get.”



Click sign for tips from VicHealth to assist with resistance.

BACK

Return to the Contents page.

RESISTANCE TO CHANGE

Tools and tips



DON'T BE SURPRISED!

Change tends to be slow – norms and standards build up over many years.

KNOW RESISTANCE TYPE

Knowing the form the resistance takes can help eg. denial vs. backlash.

KNOW WHO'S RESISTING

Knowing who is resisting eg. parents, women etc. will help craft the message.

LISTEN TO EVERYONE

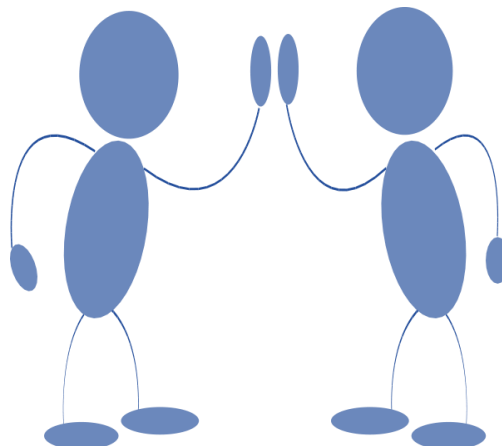
Opening a space to listen to everyone may help. Shutting down debate seldom works.

USE EARLY ADOPTERS

People who have already been won-over can help a lot. Finding allies may assist.

SUCCESS!

Celebrate successes with everyone. Change can be hard, but celebrating is fun.



FRAME DON'T SHAME

Tell real stories of change (in your club or outside) to help challenge myths.

STRONG LEADERSHIP

Policy and practice changes require strong leadership at Board and operational levels.

MONITOR CHANGE

Provide regular feedback to let members how things are progressing.

DOMINATION TECHNIQUES

Counter domination techniques by asking people to repeat themselves.

PEER POWER

Find people inside the club who are committed to gender equity to share ideas.

SELF-CARE

Look after yourself. Bringing about change can be hard work!

GUIDELINES

For extreme forms of resistance, have guidelines, protocols in place.



Read some tips from VicHealth to assist with resistance.

Click the half-circle above for more VicHealth tips.

[BACK](#)

Return to the Contents page.

GENDER EQUITY

Tips for inclusion

SCHEDULING

Some women are busy with multiple roles. Try:

- 1) Shorter games
- 2) Rockup-style or adhoc games
- 3) Mums/kids matches

ACTIVITIES

Some women like mixing sport & pleasure. Try:

- 1) Social activities
- 2) Bring a friend days
- 3) Food days
- 4) Try-before-U-buy days

DESIGN

Facility design can affect participation. Try:

- 1) Providing clothes hooks
- 2) Using cubicles not open areas
- 3) Providing nappy bins
- 4) Providing social areas

TEAMS

Some women prefer women's only spaces. Try:

- 1) Women's only matches
- 2) Programs for women with limited experience

FAMILIES

Family friendly environments are good for all. Try:

- 1) Creche
- 2) Pram access
- 3) Breastfeeding spaces
- 4) Change tables in all changerooms

ACCESS

Sometimes women can be unintentionally excluded. Try:

- 1) Scheduling the 'best' court to men and women
- 2) Charging the same for uniforms (even if they cost more)

MARKETING

You may need to market to women differently. Try:

- 1) Making your Product appeal to women
- 2) Reducing the Price
- 3) Promoting using positive images
- 4) Advertising in women's Places

ROLE MODELS

It's nice to 'see yourself' in club images. Try:

- 1) Including pictures women players at the clubroom
- 2) Appointing a 'women's officer'

UNIFORMS

Some women are sensitive to body-image. Try:

- 1) 'Body friendly', 'comfort-first uniforms
- 2) Women designing their own uniforms
- 3) Alternatives such as shorts or skins

SECURITY

Real or perceived safety concerns are barriers. Try:

- 1) Improving lighting
- 2) Having trusted people around the club
- 3) Developing a safe spaces policy



People have different influences in their lives which may affect their access to sport. These tips to improve women's participation are adapted from a City of Knox report.

BACK

ACKNOWLEDGEMENT

Wyndham City Council
acknowledges the support of
the Victorian Government.



Thanks to the
Victorian Government
for its support in the
development of this
resource.

[BACK](#)

Return to the
Contents page.

