



Sports Club Fair Access Audit Tool

October 2025



Acknowledgements

The following Club Fair Access Audit Tool was adapted from **Sport and Recreation Victoria’s Club Gender Audit and Club Gender Equity Action Plan** template.



Wominjeka. Council respectfully acknowledges the Traditional Owners and Custodians of the Kulin Nation. We acknowledge their legacy and spiritual connection to the land and waterways across the City of Port Phillip and pay our heartfelt respect to their Elders, past, present, and emerging.

City of Port Phillip

99a Carlisle Street, St Kilda, VIC 3182

If you need this information in an alternative format, such as large print, audio or braille, please contact us: **03 9209 6777**



Language assistance

廣東話 9679 9810 Ελληνικά 9679 9811
普通話 9679 9858 Русский 9679 9813
Polska 9679 9812 Other 9679 9814



If you are deaf, hard of hearing or have trouble speaking, you can phone us through the National Relay Service (NRS):

- TTY users dial **133677**, then ask for **03 9209 6777**
- Speak & Listen users phone **1300 555 727**, then ask for **03 9209 6777**

accesshub.gov.au

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Introduction

This Sports Club Fair Access Audit Tool will help sports clubs to identify opportunities to increase the engagement of women and girls and help to continue and foster welcoming and inclusive sports clubs.

Even if your sports club doesn't have a women's or girl's team right now, there is still value in completing this tool. This is the first action that sports clubs will need to complete as part of the [Fair Access in Sport Policy](#) and [Action Plan](#), that was endorsed by Council in June 2024, with updated information requested periodically.

The first action of sports clubs is to:

2.1 Complete a club audit using Council's Sports Club Fair Access Audit Tool.

The information gathered throughout this audit will not hinder or be used against sports clubs, but rather start positive conversations between sports clubs and Council as to how we can work together to support gender equality and fair access in community sport.

This audit will help you to determine any club goals and what areas your sports club may choose to focus on. A separate goal development template will be distributed upon completion of this tool.

Wattie Watson Oval, Elwood.

What this audit tool will assess

There are several areas included in this tool. They are:



Facilities – Our Club Environment

This section is all about the existing physical facilities your club uses, and how these are used and managed to create a welcoming environment.



Facilities – Safety

This section considers the safety elements and procedures within a club that contribute to creating a welcoming club environment.



Club Culture – Recognition and Celebration

This section asks you to consider how your club recognises success. The section is important as it can show current members and prospective members how your club celebrates success and achievements of club members of all genders.



Club Culture – Access, Allocation and Opportunity

This section shows how your club allocates playing fields, grounds and facilities amongst the different programs within your club, and prompts sports clubs to think about how these decisions are made. It also shows how staff, volunteers, coaches and payments (where applicable) are distributed across programs.



Club Culture – Education and Influence

This section asks about the education opportunities offered to your club members, if club members are made aware of relevant grant and professional development opportunities and what events or rounds are supported to demonstrate a club's commitment to gender equality.



Promotion and Recruitment

This section asks you to consider what your club is doing to market your club and show what the club is all about, how your club supports people of all genders and welcomes prospective members to a supportive and inclusive environment.



Governance and Leadership

This section asks about the opportunities available for women to upskill and join the club committee, and what strategies the club have in place to support more women in leadership roles within your club.



Participation

This section looks at what your club does in order to attract new club members and increase participation from women, girls and gender diverse people.

Preparing to complete the Sports Club Fair Access Audit Tool

Where possible, the audit process should be completed by a club representative in consultation 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 consideration that people of the same gender do not necessarily all share the same experiences and views.



Completing the audit:

Please allow 1 hour to complete the audit.

You can either:

1. Download the editable PDF, fill in your responses, save and email to:

 recreation@portphillip.vic.gov.au

2. Complete the audit tool online

 cityofportphillip-4.snapforms.com.au/form/club-fair-access-audit-tool

Why score?

This audit includes a scoring matrix to give a snapshot of the areas that are on track, on the way, or need some work. This is a way to give a summary of each area and to highlight which area is a priority.

The idea is that you can complete this annually to measure your success over time.

Action Plan

Once you have completed the Sports Club Fair Access Audit Tool, Council will be in contact to support sports clubs to identify goals and next steps.

Check in

Council will continue to communicate with sports clubs and check in to discuss any actions that have resulted from it. Completing the Tool will help Council understand how we can continue to support your sports club's Fair Access in Sport Journey!

Remember, this is an exciting and positive step for your club. Every club will identify their own club specific actions to take – not all clubs will be the same. Now let's get started!

1 Our Club Members

Providing this information also responds to:
Fair Access Action Plan 2.7: Provide data pertaining to women and girls as requested by City of Port Phillip

Club name		Please list the number of people in each column where applicable (do not use percentages)				
		Who's at your club?	Women / girls	Men / boys	Gender diverse people	Unknown / undisclosed
Contact name		Coaches				
Sports		Players				
		Committee Members				
Home venue		Other (please specify): for example, club volunteers, canteen manager, umpires				
State						
Postcode						
Phone						
Email						

2 Facilities – Our Club Environment

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
2.1 Our club has dedicated baby change and private feeding areas or makes spaces available that are accessible by everyone who needs them.					
2.2 At our club, all areas (including accessible toilets) are used in accordance with their original purpose.					
2.3 Where our facility has all gender or unisex toilets available, they are open and available for club members, spectators and visitors to use.					
Total score: / 12	Total:	Total:	Total:		

3 Facilities – Safety

This section and any actions that come from this is in response to:

Fair Access Action Plan point 2.2: Implement safety protocols so everyone can access the venue safely

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
3.1 Our club has a policy / procedure in place to make sure all members leave the facility safely after late training / games / meetings.					
3.2 We ask women, girls and gender diverse people about feelings of safety at our facilities in a member survey or other platform.					
Total score: / 8	Total:	Total:	Total:		

4 Club Culture – Recognition and Celebration

This section and any actions that come from this is in response to:

Fair Access Action Plan point 2.8 Have representation of both women and men in any public facing club activities, such as club presentation nights or website image

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
4.1 Our club is aware of Council's Fair Access in Sport Policy to support gender inclusivity in community sport.					
4.2 Our club gives equal recognition to people of all genders (e.g. through trophies, prizes, media opportunities, website and social media).					
4.3 At our club, we display pictures / trophies / awards of women, girls, men and boys.					
4.4 Our club recognises all teams at club events (e.g. season launches or presentation nights).					
4.5 Our club provides opportunities for mixed gender participation on the field or in training/social events where appropriate (e.g. combined club dinners).					
4.6 Our club's social calendar has a range of different events and are accessible for all (including family-friendly events) and are developed with the input of different groups for balance.					
Total score: / 24	Total:	Total:	Total:		

5 Club Culture – Access, Allocation and Opportunity

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
5.1 Our sports club has a women / girls program available.					
5.2 Our club offers opportunities for people who are non binary or of diverse genders to participate in sport at our club.					
5.3 Our club regularly conducts an equipment check to make sure there are comparable amounts and are of the same quality for all teams (ie. if there are the same amount of women's and men's teams, both programs have the same amount of equipment).					
5.4 Our club allocates grounds / courts / facilities equitably between all genders.					
5.5 Teams at our club are consulted on preferred training and game times and are requested / allocated accordingly where possible.					
5.6 Our club offers equal access to the best coaches and medical / sports trainer / physiotherapist for all comparable teams regardless of gender.					
5.7 Where there are paid roles within our club, we pay people of all genders equally for the same roles, including playing, coaching and other game day staff / officials.					
Total score: / 28	Total:	Total:	Total:		

6 Club Culture – Education and Influence

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.

	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
6.1 Our club offers gender equality training to volunteers / players / umpires / coaches of all genders, and encourages members to attend.					
6.2 Our club promotes and encourages club members to attend any training or education opportunities shared by Council.					
6.3 Our club consults women and girls on issues that affect them and ensure they are involved in decision making.					
6.4 Our club invites role models (including women and gender diverse people) to speak to all players, members and officials including the men's and boys' teams.					
6.5 Our club is familiar with grants and regularly applies for any that will support gender equity within our club.					
6.6 Our club actively promotes and supports campaigns that demonstrate our club's commitment to gender equality (e.g. International Women's Day).					
6.7 Our club recognises and supports special rounds or events promoting equity and inclusion (e.g. Indigenous Round, International Day of People with Disability, Pride Round).					
6.8 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).					
Total score: / 32	Total:	Total:	Total:		

7 Promotion and Recruitment

Tell us how your club is club showing what your club is all about and how they support people of all genders.

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
7.1 Our club has appointed someone who is responsible for welcoming new members and provides them with relevant information including what the club values and supports (such as inclusivity and gender equality) and documentation (such as a club code of conduct).					
7.2 Our club makes team announcements such as selection, game results or other achievements equally amongst all teams, without prioritising one team or gender.					
7.3 Our club regularly uses strategies to recruit women and girls such as 'come and try days', 'bring a friend days' or offering a 'buddy' to new members.					
7.4 Our club's marketing material highlights that women, girls and people of all genders and abilities are welcome at our club.					
Total score: / 16	Total:	Total:	Total:		

8 Governance and Leadership

Responding to this section and any actions that come from this is in response to:

Fair Access Action Plan point 2.9 Increase of women in coaching, leadership or governance roles.

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
8.1 Our club's committee is made up of at least 40 per cent women or gender diverse people, and if we do not currently, our club has a plan that shows how this this will be achieved in the future. (Please expand in comments section)					
8.2 Our club has a plan to recruit, train, and retain women in coaching roles.					
8.3 Our club has mentors to assist women, girls and gender diverse people to move into leadership.					
8.4 When our club is recruiting for leadership positions, at least 50% of the selection panel are women and / or gender diverse people.					
8.5 At our club, committee / board positions can be shared (e.g. two people can be president or treasurer) to help minimise any barriers.					

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	4 POINTS	2 POINTS	0 POINTS		
8.6 Our sports club has a Member Protection Information Officer (or similar) appointed who has completed training or has plans to complete training.					
8.7 At our sports club, when recruiting coaches for the women and girls programs, our club ensures there is a comparable recruitment process in place as for the mens and boys programs.					
Total score: / 28	Total:	Total:	Total:		

9 Participation

Tell us about what your sports club does in order to attract new members and increase participation of women, girls, and gender diverse people.

POINTS refers to the numeric value allocated to answer. Once you complete all questions, add your score up under each section in the space provided.	Yes, we always do this	Yes, we sometimes do this	No, we need to work on this	Unsure / Not Applicable	Comments / examples / why / why not
	4 POINTS	2 POINTS	0 POINTS		
9.1 Our club provides opportunities and pathways for women and girls to participate in all areas of the sport, including as players, coaches, umpires, volunteers, and committee members.					
9.2 At our club, we remove barriers to participation by offering social, non-competitive options or modified rules.					
9.3 Our club takes practical steps to allow people with parenting / carer responsibilities to participate by scheduling games and training sessions at suitable times or consulting parents / carers on suitable times.					
9.4 Our club understands and addresses other barriers for women and girls to participate in sport (e.g. language, uniforms, equipment, travel, financial) and makes changes and allowances to minimise these.					
Total score: / 16	Total:	Total:	Total:		

10 Code of Conduct

Our sports club has a Code of Conduct and it:

Yes	No	Communicates our support of gender equality.
Yes	No	Communicates zero tolerance of sexist language, jokes and comments, verbal abuse, online misconduct, sexual harassment, and offensive or inappropriate images.
Yes	No	Communicates that any discrimination towards people on the basis of their gender, sexuality, race, age, religion and ability is not tolerated.
Yes	No	Required to be signed by all members including parents, officials and volunteers.

When submitting this tool via email, please attach a copy of your club's Code of Conduct.

Or

Our sports club does not have a Code of Conduct.

11 Fair Access Storytelling

As part of the Fair Access journey, Council would like to highlight any examples and stories from sports clubs where a club has shown initiative and introduced a program to engage more women and girls, and what the outcomes were. If you have an example of anything your club has done previously to create a gender inclusive club, please share below. These can be big or small!

What did your club do?

Think big or small! A program?
Opportunity? Initiative?
Club activity?

Why was this introduced?

What was the reason?
How did it come about?

What were the outcomes?

Positive or negative?
Short or long term change?
Comments from anyone?
Behaviour changes? How?

What were the challenges?

Was it hard? Why / why not?
Could these challenges be
avoided in future?

How will this impact your club moving forward?

What has this done for
your club?

What's next?

After you submit this completed Sports Club Fair Access Audit Tool, Council will be in touch to discuss your results and how to use the information to guide club goal development.

If you need some help completing this tool or have questions along the way, please reach out to **recreation@portphillip.vic.gov.au**