

EFDS Inclusive Club Health Check

- working towards inclusion in your club.



This Inclusive Club Health Check can be used as a **check list** to see how inclusive your club is and can then be used as a **plan of action** to increase the membership of disabled people at your club. This document will give you the ideas, methods and resources to **welcome and include disabled people** in your sports club.

Mainstreaming

EFDS has a strong mainstreaming agenda. Mainstreaming is about integrating disability sport with non disability sport and this can be done in different ways; your club may have separate groups and sessions for disabled people but it is still set up within the main club structure so that disabled people have the same benefits and sense of inclusion as non disabled people. Sport should be one of equal basis for all people taking part.

What is disability?

By the phrase disabled person or disability we include those people who are: physically disabled, visually impaired or blind, deaf or hearing impaired and those who have a learning disability.

Working through the document

At the end of each section there is a small table with blank sections for you to complete – simply add what you are going to do within the section you have just completed and your timescale.

All accompanying **resources** can be found on the EFDS website www.efds.co.uk under Resources.

The document is made up of the following sections:

- 1 – Communication and Community Engagement** - Making clear that your club is inclusive and making contact with disabled people for their input.
- 2 – Policy and Procedures** - Setting the scene for new and potential members.
- 3 – Staff and volunteers** - Looking at the skills of your personnel and the welcome they give ALL members.
- 4 – Club management and marketing** - How you will promote your club's activities to a wider audience.
- 5 – The club facilities** - Looking at physical access to a premises and the journey from home to club.
- 6 – The Playing Programme** - How to devise a suitable timetable for all your members.
- 7 – Resources and evaluation** - Applying for funds and measuring your success.

A guide to abbreviations used is at the end of this document.

Club details and contacts



<p>Club name</p>	<p>Club address</p>	<p>Club website</p>
<p>Affiliated to National Governing Body (NGB) / Sport </p> <p>Working towards or achieved Clubmark / NGB accreditation</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> working <input type="checkbox"/> towards</p>	<p>Main contact name & address</p>	<p>County Sport Partnership (CSP)</p> <p>Do you receive any club development benefits from the CSP? Please note detail</p>
<p>Do you currently have any links with special schools and / or disability groups? Please note detail.</p>		
<p>Do you run any specific disability sessions in your club? Please note detail.</p>		

Section 1 – Communication and Community Engagement

This section focuses on two main areas; making clear that your club is inclusive and making contact with disabled people for their input. Further information on promoting the club is given at section 4.

	Action required	Resources / further reading	Outcome	Your Notes / actions
Does your club make clear it is an inclusive club?	<p>Ensure it is an agenda item at the next committee meeting.</p> <p>Write a clear statement on your inclusive club and include it on all club resources:</p> <p>membership form notice board website committee minutes</p>	<p>See EFDS website for example statement.</p> <p>This will be followed up at a later date by a policy</p>	<p>An inclusive statement is written, agreed by the committee and agreed and communicated to all staff and volunteers</p>	
Do your fellow members / coaches and club personnel share your enthusiasm for inclusion?	<p>Encourage their attendance at Running Sport course: 'A Club for All'</p> <p>www.runningsport.org.uk</p> <p>Consider writing inclusive actions into the role descriptions of committee members, or asking coaches to sign up to key inclusive commitments.</p>	<p>Your County Sports Partnership and / or National Governing Body may have club development resources to assist you.</p>	<p>The whole club knows and supports your intentions.</p>	

	Action required	Resources / further reading	Outcome	Your Notes / actions
Do you currently have any disabled members?	<p>If you don't know, look at your membership forms and amend to ensure this type of information is captured in future.</p> <p>You can also advertise what you are intending to do around the club and ask for disabled members to come forward.</p>	<p>Template club membership form on EFDS club development pages.</p> <p>www.efds.co.uk</p>	<p>Dialogue created with existing disabled members about how they would like the club to progress.</p> <p>We are not necessarily talking about separate activities but the genuine inclusion of disabled people.</p>	
Do you have any form of contact with disabled people already?	<p>Contact disabled individuals or groups in your area to establish initial links and dialogue.</p> <p>Contact your EFDS regional manager and /or CSP for local disability sport contacts.</p> <p>Contact your local PDM for school disability contacts.</p>	<p>Look on EFDS website for NDSO contacts</p> <p>EFDS info sheet 'How to promote your sport to young disabled people'</p> <p>www.efds.co.uk</p>	<p>Establish dialogue with local disabled people about what they want and how your club may be able to meet those needs.</p> <p>It may be that you have a disability group close to you who are just waiting for an invitation to attend your club / sessions.</p>	

	Action required	Resources / further information	Outcome	Your Notes / actions
Do you make regular contact with disability groups in your area?	<p>Establish a key contacts list using the information listed above. You should consider all impairment groups:</p> <p>People with: Learning disabilities Hearing impairments Visual impairments Physically disabilities</p>	<p>Consider making contact with: Sports clubs and associations run by disability groups: ie Mencap, PHAB. Schools & Colleges Rehabilitation units Social services Day centres Physiotherapists Visual Impairment and Deaf services in your area.</p> <p>Your EFDS regional manager</p>	<p>A regular communication list.</p> <p>The ability to respond to local need.</p> <p>Local groups may wish to assist with the writing of an equality policy for your club.</p>	

Key actions - Section 1 Communication and Engagement

	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Section 2 – Policy and Procedures

It is important to set the framework for the development of your sports club. A policy sends out a good strong message to existing and new members. It states what your club is about.

	Action required	Resources / further information	Outcome	Notes / actions
Do you have an Equality Policy?	Devise one, communicate it to all members, ensure it is displayed prominently and on all club literature	For an example ask your local NGB representative. Example on Clubmark & Running Sports website and EFDS Club template disc: www.runningsports.org www.clubmark.org.uk www.efds.co.uk	An equality policy is communicated and sends out a positive message to new and existing members.	
Have you consulted with interested parties around your equality policy?	You may wish to consult either with existing disabled members or with new contacts regarding the formulation and communication of the policy.	See consulting resources on EFDS website. www.efds.co.uk	Disabled people have been consulted and agreed on the policy.	
Is the process for communication genuinely 2-way?	Ensure access needs are taken into account where necessary, consider: sign language interpreter, large print, unambiguous language Ask consultees for feedback on the consultation process.	Information on consultation and a sample feedback sheet on EFDS website. Ask the relevant NDSO for guidance on consulting with people from particular impairment groups.	Disabled members and groups are satisfied that their feedback has made a positive difference.	

Key actions section 2 – Policy and Procedures



	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Section 3 – Staff and volunteers



This section considers the skills of staff, coaches and volunteers at your club and how they will welcome disabled people. Research has shown that it is usually the attitudes of other people that are the biggest barriers to disabled people taking part. Courses are useful but they are no substitute for doing. Above all, be honest, open minded and polite, if you don't know something then do not presume, ask!

	Action required	Resources / further information	Outcome	Notes / actions
Do your staff, coaches and volunteers have a good understanding of disability / inclusion?	<p>Consider training for all personnel.</p> <p>An additional way is to simply invite disabled people in and be honest about your experience and future development plans.</p> <p>You may also wish to link up with an existing disability sports club and look at a mentoring scheme.</p> <p>If your club is considering specific impairment groups ensure you look at resources available from the relevant NDSO or organisation: e.g Special Olympics, RNIB.</p>	<p>NGB / CSP Disability Equality course (3 hour) contact EFDS or your local CSP. www.efds.co.uk</p> <p>Including Disabled pupils in PE (community version) www.efds.co.uk</p> <p>Sports Coach UK: 'Equity in your coaching' 'Working with disabled sports people' 'Coaching Disabled performers' 'A guide to mentoring sports coaches' www.sportscoachuk.org</p> <p>NDSO resources and links referenced from EFDS website</p>	A confident welcoming team of staff / coaches and volunteers.	

	Action required	Resources / further information	Outcome	Notes / actions
Do your staff know how to communicate with disabled people?	Consider training as above.	See EFDS info sheet 'communicating with disabled people' (IFI gym buddy resource)	As above	
Do your staff and coaches use appropriate terminology?	See above, this is important to get right particularly when we look at marketing of the club in section 4.	See above. See EFDS fact sheet 'disability terminology' (IFI gym buddy resource)	The use of appropriate terminology sends out a positive message and does not cause offence.	
Do you have any disabled people in the club who may wish to become qualified?	Investigate funding options to support disabled people who may wish to become coaches.	Awards for All www.awardsforall.org.uk Ask your regional EFDS manager. Ask your NGB contact.	Disabled people playing a valued role in the club. This is a very positive way of encouraging more disabled people to join your club.	

	Action required	Resources / further information	Outcome	Notes / actions
Do you have a designated disability contact?	<p>Identify a person from the club who will be the main contact for equality / disability.</p> <p>Make sure all relevant people have their details, this includes the contacts listed in section 1 and: Local Authority sports development officers EFDS contact NGB contact CSP contact</p>	<p>EFDS website</p> <p>Your local County Sport Partnership (CSP) website</p> <p>Your National Governing Body (NGB) website</p>	<p>Ensure that everyone knows the contact details of your disability officer.</p> <p>(including an email address)</p>	

Key actions section 3 - Staff and volunteers

	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Section 4 – Club management & marketing

This section looks at how you will promote your club's activities to a wider audience. Communicating with positive images and messages on publications and websites are very important in motivating more disabled people to take part.

	Action required	Resources / further information	Outcome	Notes / actions
Do you communicate the clubs activities to a wide audience?	Thoroughly check all information for accessibility, terminology and positive images	See LSF document on EFDS website 'Guidelines for producing publicity' www.efds.co.uk	If you are promoting to disabled people use an appropriate positive visual image.	
Do you do regular press releases to different media?	Consider local newspapers and radio. Also local disability media: Talking books service provide a weekly news audio magazine. National disability charity magazines.	Talking books info from: RNIB (Blind) website www.rnib.org.uk Speak to your EFDS Regional Manager re local disability media.	Club communications are accessible to a wide audience of disabled people.	

	Action required	Resources / further information	Outcome	Notes / actions
<p>Is your information available in simple language, unambiguous and in a variety of formats?</p> <p>N.B. You may not need to reproduce everything in a variety of formats but think about your specific target audience. You must know where to go for further guidance should you face a specific request.</p>	<p>Consider above and: Produce text in font size 14. Consider the use of audio cassette, email, CD, web site, BT text direct, fax.</p> <p>Consider your use of colour – high contrast and simple language and symbols in publications.</p>	<p>RNID (Deaf) website: www.rnid.org.uk</p> <p>RNIB (blind) website www.rnib.org.uk Click on 'good design' and follow links.</p> <p>Information on disability services and communication on EFDS information portal 'Moving Beyond Barriers' www.efds.co.uk Click on 'resources'</p>	<p>Clear accessible information for all.</p>	
<p>Check all your information, does it make clear: Start date Cost Equipment required, Contact details for all to access for further information</p>	<p>Make it as easy as possible for someone to join your club / activities</p>	<p>See an example of a good club leaflet on the EFDS website. Ask your NGB for sport specific examples of posters and leaflets.</p> <p>See Sport England website for photos, calendars and good practice examples: www.sportengland.org/promotingsport</p>	<p>To encourage new members</p>	

	Action required	Resources / further information	Outcome	Notes / actions
Have you achieved Clubmark?	Clubmark gives you the structure for a successful club to develop. Many of the policies and actions in this document will count towards your achievement	See your National Governing Body website or Clubmark website: www.clubmark.org.uk	Achieve Clubmark and gain extra promotion and support through your NGB channels.	

Key actions section 4 - Club management & marketing

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Section 5 - The club facilities

Physical access to a club for a disabled person can clearly be a big issue. It is important however to think not just about the access at the centre but does a person get there, ie the journey from home to club.

The EFDS Club Access Check asks you to consider areas such as parking and changing facilities. There can also be a policy issue here: all sports centres have designated accessible parking bays but how many enforce their appropriate use?

	Action required	Resources / further information	Outcome	Notes / actions
Is your club as physically accessible as it could be?	<p>Complete EFDS document 'Club access check' and read supporting information.</p> <p>The check includes physical access information as well as guidance on signage around the club.</p>	<p>Club Access Check and supporting documents available on EFDS website and club development disc.</p> <p>Further information on access and DDA on the Centre for Accessible Environment website: www.cae.org.uk</p>	A welcoming environment that is accessible for all.	
Do you consider the ease of the journey from a person's home to your club?	<p>Provide transport information to your club: train, tram, bus routes etc.</p> <p>Can you link into a local transport training programme that would prove beneficial to your members?</p>	<p>EFDS 'Club Access Check' document and supporting information on EFDS club development disc.</p> <p>Speak to your Regional EFDS manager for local details. See info sheet 'transport training' on EFDS website</p>	Clear instructions on how to get to the club in club fliers and on website etc.	

Key actions section 5 - The club facilities



	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Section 6 - The playing programme

Including disabled members in mainstream sessions can go a long way to showing that your club is fully accessible and inclusive as well as helping to increase the skills and knowledge of your coaches. Too often only one coach has any disability coaching knowledge and this can make the playing programme for disabled members very limited. You should consider the wishes of your disabled members, your coaching capacity and requirements of the sport when you plan your playing programme for disabled members.

	Action required	Resources / further information	outcome	Notes / actions
Do you involve disabled members in mainstream sessions?	Target potential sessions and make clear communication about who can be involved			
Are there any obvious gaps in your programme where additional sessions could be laid on?	Consider your current programme based on the feedback from disabled people and groups in section 1. Try and integrate the sessions to meet the needs of local disabled people.		Your club's activities increasingly meet the needs of local disabled people.	
Are all your coaches involved in the provision of sessions?	Consider a mentoring and rolling programme of attendance by all club coaches		A more confident coaching team, and an increasing number of coaches involved in inclusive sessions.	

	Action required	Resources / further information	outcome	Notes / actions
Does your playing programme offer competitive opportunities?	<p>Consider including a disability section in your club championships.</p> <p>Consider linking with a similar club to hold inter-club competitions.</p>	<p>Ask your NGB about any local leagues or galas / festivals.</p> <p>Look on the Disability Sport Events website. www.disabilitysport.org.uk</p> <p>Contact your CSP or LA disability sports development officer.</p>	Progression, talent ID, the same opportunities as non disabled members	

Key Actions Section 6 – The Playing Programme

	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Section 7 - Resources and evaluation



This area considers the resources involved in the action plan to encourage more disabled people into your club and how you may measure the success of your inclusion work.

	Action required	Resources / further information	Outcome	Notes / actions
Have you planned how to increase resources in order to facilitate the inclusion of disabled members?	You may wish to consider applying for funds for your 'action plan'	<p>Awards for All www.awardsforall.org</p> <p>Your Local Authority or Partnership Development Manager may be able to help with financing school to club links.</p> <p>Contact your National Governing Body officer or Regional EFDS Manager for further information on finding funds. More information on www.efds.co.uk</p> <p>Find out if your club can gain Community Amateur Sports Club Status and benefit from tax refunds. www.cascinfo.co.uk</p>	Increase in funding brings inclusive action plan to life.	

	Action required	Resources / further information	Outcome	Notes / actions
Do you have a plan to increase volunteering hours?	<p>Nominate a volunteer officer or a person responsible for volunteers. They may require some training.</p> <p>You may wish to consider a link with a local school and their Step into Sport or Community Sports Leader volunteers</p>	<p>For volunteering tips and courses log on to: www.runningsports.org</p> <p>Contact your local Partnership Development Manager or log on to: www.youthsporttrust.org www.sportsleaders.org</p> <p>Contact your local volunteer centre or Millenium Volunteers.</p>	Increase in volunteer placements in the club.	
Are you monitoring the success of your inclusion policy?	<p>A questionnaire to disabled people in the club. Consider recording the roles of disabled people to show progression.</p> <p>Keep records of attendance.</p> <p>Regularly report progress to club committee. Include your NGB and EFDS in progress reports.</p>	<p>View the case studies of real clubs on the EFDS website.</p> <p>Example questionnaire / feedback sheet on EFDS website.</p>	<p>To show growth and improve the sustainability of your club.</p> <p>To further develop case studies to help other clubs.</p>	

Key Actions Section 7 – Resources and Evaluation



	<i>Actions</i>	<i>By whom</i>	<i>Timescales 3/6 month / dates</i>	<i>Progress check / outcome (insert dates) .. /.. /.. /</i>
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Abbreviations used:

- CSP – County Sports Partnership
- EFDS – English Federation of Disability Sport
- NGB – National Governing Body of Sport
- NDSO – National Disability Sports Organisation
- PDM – Partnership Development Manager
- PHAB – an organization that runs sports clubs for physically disabled people
- RNIB – Royal National Institute for Blind people
- RNID – Royal National Institute for Deaf people