



# 13 Quick Steps to getting your activity up and going

## Gender Equality in Wyndham Sport project

Also use the [VicHealth Quick Wins Checklist](#)

**Step 1 – Identify which age group you want to start with**

Do you know why?

**Step 2 – Identify a promotional plan**

See our doc, let members know, ask them to tell friends and siblings, reach out to local schools, put up posts on your Fb page, if you are having free Come & Try/ Taster sessions post in local Facebook groups, etc.

**Step 3 -Review your website from the eyes of someone who has never used it**

Can you find the information out easily about girls and womens training and activities, what information is provided – is it clear, is it welcoming – does it focus on being a specific ability, does it use words like ‘trials’ and ‘expression of interest’ – can you use more friendly terminology like: tasters, ‘come & try’, open day

**Step 4 – Review your Facebook page**

Of the last 10 posts how many mention girls and women? Do you have any photos of your girls? If this is your club’s first girls’/ women’s team your SSA may have photos you can use, or ask Wyndham Development team, who may have something in their photo bank.

**Step 5 – Club rooms – take a walk through as if this is the first time you enter the rooms –**

What do you see – what posters, what photos, can people easily find important areas, is there a noticeboard – what is on it? How welcoming does it feel? Does it convey an image of sporting history and success? If so, you may also want to have some messaging around inclusion, supporting each other, welcoming new members, how people can get involved in the club, volunteering opportunities, celebrating volunteers (volunteer of the month), feedback opportunities, your club’s values, etc. Think of it from the option of not daunting people and feeling like they don’t fit in.

**Step 6 – Feedback mechanism**

How will you know how the girls/ women are feeling? How can they input into the club? Consider appointing a Women’s officer who is the voice of the girls in the club. Have a role for one of the girls in each team to be the team spokesperson so that if anything comes up this can easily be communicated and the girls feel valued, supported and that their opinions matter.

### Step 7 - Welcoming initiative

How will you introduce the girls to the club, how will they know where things are, how will they know about key times of the year, how things work, who can they go to if they have any concerns/ questions. Consider buddying up people to encourage relationship building.

### Step 8 – Uniforms

Will you let girls input into their uniforms? Do they need uniforms if they are just starting out? Can some items just be generic that they can buy from any shop, keeping costs down is helpful for families, especially with encouraging kids to play more than one sport and with not knowing how long they will play for/ grow out of. Can uniform be passed on/ purchased second hand.

### Step 9 - Equipment

If equipment is needed is there any club equipment that they can borrow? Are there options through the club for people to pass on equipment or sell second hand?

### Step 10 – Commitment –

Do they need to train a certain amount of times a week and play competitions on the weekend? Let them know, maybe you just want to get them involved and playing, learning new skills and making friends, if so focus on this it may attract more girls to start off with and they will only need to commit to once a week. Can training be for more than just the team, involving those who just want to play socially, learn and have fun but not play matches?

### Step 11 – Cost –

Provide clear information about what costs exist, how costs can be reduced, ie does equipment need to be bought? Do people sell on secondhand items? Are there voucher schemes that families can apply for?

### Step 12 - Governance

Do your policies, code of conduct, etc reflect girls and women and promote welcoming and inclusive environments?

### Step 13 – Girls and women involved at all levels

How are girls and women reflected in the committee structure and club, and volunteer make-up. Role modelling, decision making and ensuring that girls and women have an equal say are all key to the future of your club. Proactively encourage girls and women to volunteer and contribute to the club in all positions.