

Inclusion Action Plan

Club Guide



Purpose of this Guide

This guide is for clubs participating in the Sport4All Club program. It explains:

- ✓ what the Sport4All program is
- ✓ why inclusion planning comes before action and sports participation
- ✓ what an Inclusion Action Plan is
- ✓ how to create one step by step
- ✓ what to consider to make it practical, achievable, and sustainable



This guide is designed to help clubs slow down just enough to get inclusion right before jumping straight to activity.

What is the Sport4All Program?

Before starting your Action Plan, it is important to understand what the Sport4All program is designed to do.

Sport4All is not a sporting competition or participation program.

It is a program that supports clubs to:

- ✓ build the right foundations for inclusion of people with a disability
- ✓ remove barriers that prevent people with disability from being involved
- ✓ create welcoming, inclusive environments that last



Sport participation is one outcome, but it is not the starting point.



Sport4All focuses on people with disability being involved in, on, and around sport, including:

- ✓ playing or training (where appropriate)
- ✓ coaching and officiating
- ✓ volunteering
- ✓ administration and governance roles
- ✓ social and community involvement
- ✓ spectating

Inclusion is about belonging, contribution, and choice, not just participation on the field.

Before Developing Your Action Plan

Before jumping into an action plan, it's important that clubs, move through a series of foundational stages. These ensure the plan is informed, realistic, and tailored to actual needs, not assumptions.

We recommend the following stages are completed and reviewed before progressing:



1. Initial Engagement and Commitment

Confirm your club's willingness to participate and engage. This includes identifying key contacts and ensuring there is shared understanding of why inclusion is important.



2. Inclusion Check-In (Baseline Assessment)

Complete an Inclusion Check-In to understand the current state of inclusion across areas such as leadership, environment, communication, and participation.

This provides a baseline and highlights strengths and gaps.



3. Review and Reflection on Findings

Take time to review the Check-In results with relevant stakeholders. This step is critical to:

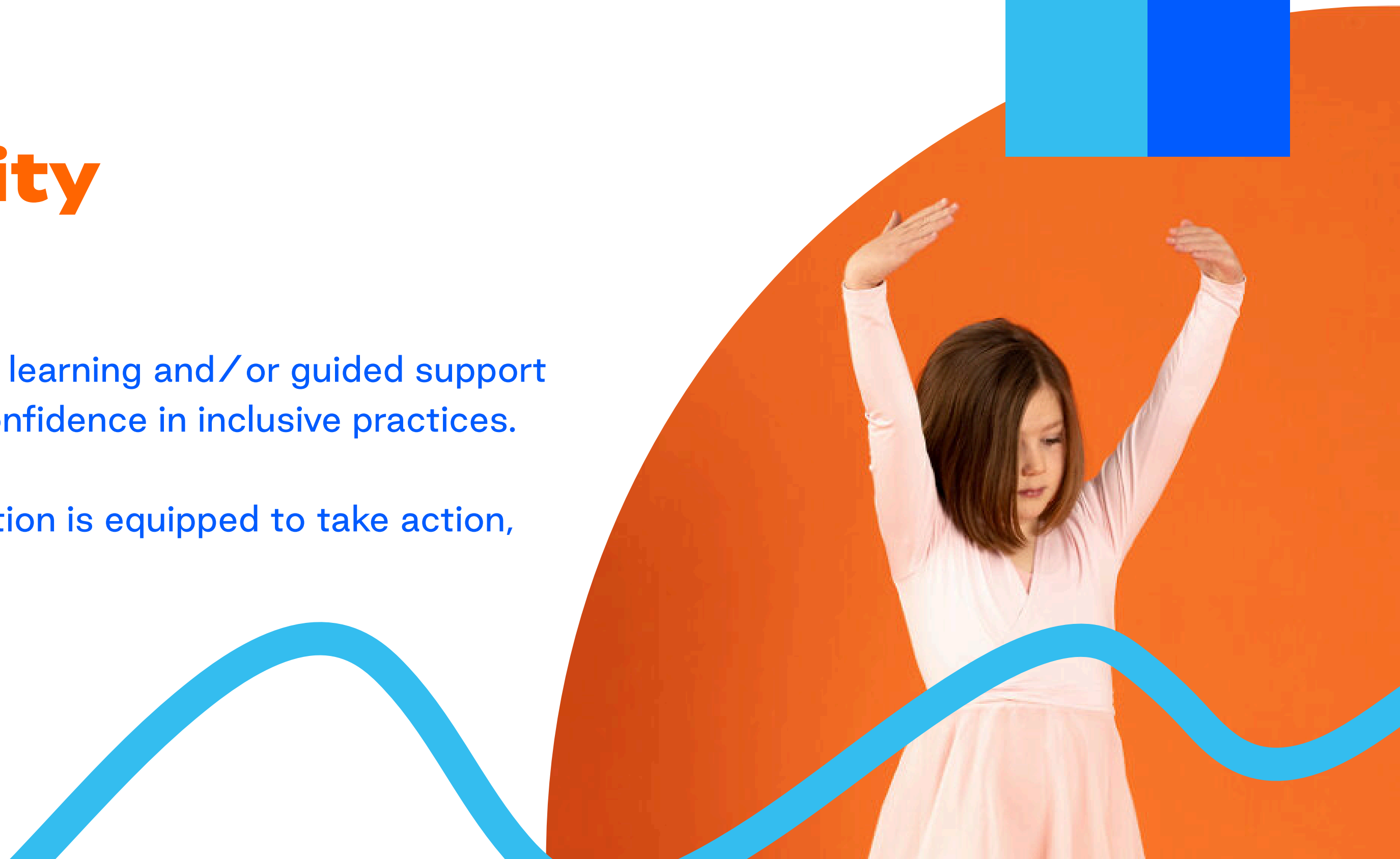
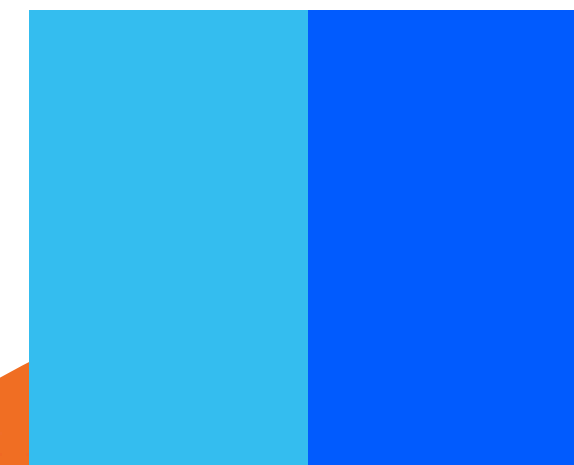
- ✓ Validate findings
- ✓ Build shared understanding
- ✓ Identify priority areas for improvement



4. Capability Building

Undertake targeted online learning and/or guided support to build knowledge and confidence in inclusive practices.

This ensures the organisation is equipped to take action, not just identify issues.



5. Early Actions / Quick Wins

Where appropriate, implement small, immediate changes identified during earlier stages.

This helps build momentum and demonstrates early progress.



Moving to the Action Plan

Once these stages are complete, the organisation is in a strong position to develop an **Inclusion Action Plan** that is:

- ✓ Evidence-based (grounded in the Check-In)
- ✓ Prioritised (focused on what matters most)
- ✓ Achievable (aligned to capability and resources)
- ✓ Owned (supported by stakeholders)



What is an Inclusion Action Plan?

An Inclusion Action Plan is a short, practical plan that sets out:

- ✓ what your club wants to improve to be more inclusive for people with a disability
- ✓ what actions you will take
- ✓ who is responsible
- ✓ when those actions will happen



**It focuses on doing,
not just intentions.**

A good plan:

Is realistic for your club's size and capacity

focuses on progress, not perfection

responds directly to your Inclusion Check-In results

can be reviewed and updated over time



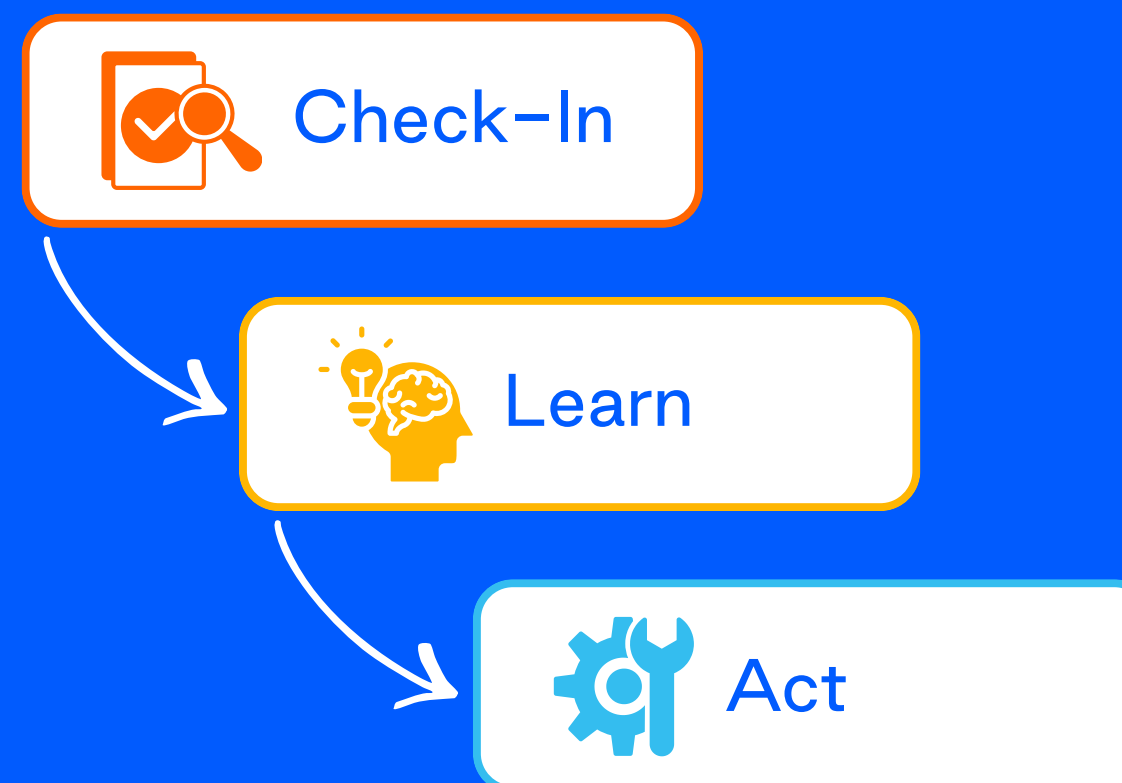
How the Action Plan Connects to Sport4All

The Inclusion Action Plan is not the starting point of your Sport4All journey.

It is a follow-on from two key components:

- 1 **Your Inclusion Check-In Report**
- 2 **The Sport4All Online Learning Modules**

Together, these three elements form a simple pathway:



1. Inclusion Check-In Reports - Identifying Priorities

Your Inclusion Check-In Report provides a snapshot of how your club is currently tracking across the four elements of inclusion:

- ✓ Inclusive Environment
- ✓ Interpersonal Relationships
- ✓ Community Participation
- ✓ Culture



These four elements sit within the broader nine-module Sport4All framework that underpins all Sport4All Schools learning and delivery

The Wheel of Inclusion in the report shows where there are “dents”, areas needing attention

- ✓ highlights strengths and gaps
- ✓ shows where barriers may exist
- ✓ helps you identify which areas need attention first
- ✓ supports reflection before action

The scores, reflections, and examples in your report are designed to directly inform your Action Plan priorities. Areas marked as detracting or emerging are often the best place to start.

Your Action Plan should respond to what the Check-In has already told you.



2. Online Learning Modules - Building Knowledge and Confidence

The Sport4All online modules equip your club with the knowledge, language, and practical tools needed to take action.

The modules:

- ✓ explain what inclusive practice looks like
- ✓ provide real-world examples
- ✓ offer practical tools, checklists, and ideas

Each module links clearly to the same four elements and values used in your Action Plan.

This means:

learning can be translated directly into actions

actions are grounded in shared understanding

3. The Action Plan – Turning Learning into Action

Your Inclusion Action Plan is where you:

- ✓ apply insights from your Check-In Report
- ✓ use learning from the modules to design actions
- ✓ commit to practical, time-bound change

Think of the Action Plan
as the bridge between
understanding inclusion
and doing inclusion.



Inclusion Comes Before Participation

Many clubs naturally want to move straight to playing sport.



Sport4All asks clubs to pause and ask:

- ✓ Is our environment welcoming?
- ✓ Are our systems accessible?
- ✓ Do people with disability feel valued, heard, and safe?



By starting with reflection, learning, and planning, clubs are better prepared to offer participation opportunities that are meaningful and sustainable.

The Inclusion Action Plan ensures inclusion is built into the club, not added on later.

How the Check-In, Modules and Action Plan Align

The Sport4All program is intentionally designed so that the language, structure, and focus areas stay consistent across:



the Inclusion
Check-In
Report



the Online
Learning
Modules



the Inclusion
Action Plan

This makes it easier for clubs to move from reflection to learning to action.



The Shared Framework

All three use the same four elements (pillars):

- 1 Inclusive Environment**
- 2 Interpersonal Relationships**
- 3 Community Participation**
- 4 Culture**



Within each pillar,
the same focus areas appear in:

- ✓ the Check-In questions and results
- ✓ the Wheel of Inclusion
- ✓ the module topics and tools
- ✓ the Action Plan values and actions



In simple terms, it's all the same approach, you're just going deeper and turning it into action.

Turning What You Know into Action

One Framework. Not Three Different Things.

A key strength of this program is that everything connects.

The Check-In, the modules, and the Action Plan are not separate steps, they are all part of the same approach.

This means you don't need to figure out something new when writing your Action Plan.



You simply build on what you already know and turn it into action.



How It All Connects

Use the guide below to move from



1 Inclusive Environment

What you saw (Check-In):

sport participation,
accessibility,
communication

What you learned (Modules):

communication and
Language; Disability,
Accessibility and Inclusion

What you do (Action Plan):

improve spaces,
participation options, and
how information is shared





2 Interpersonal Relationships

What you saw:

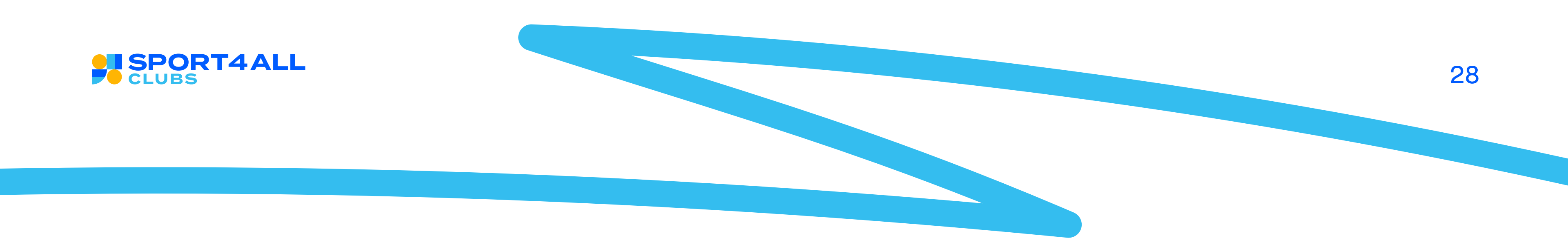
communication,
involvement,
having a voice

What you learned:

making a Person Feel
Welcome; Communication
and Language; Inclusive
Mindset

What you do:

improve how people are
welcomed, listened to, and
supported



3 Community Participation

What you saw:

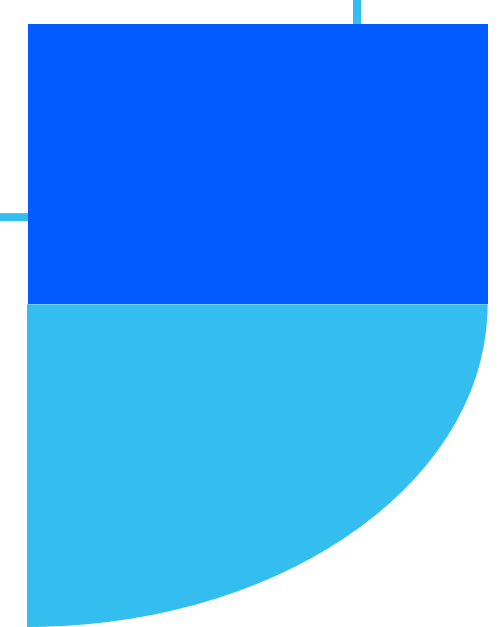
community perception,
social involvement, school
connections

What you learned:

what an Inclusive Club
Can Look Like; Sharing
Your Inclusive Energy with
the Community

What you do:

build partnerships,
pathways, and visibility in
the community



4 Culture

What you saw:

empathy, fairness, trust,
respect, accountability

What you learned:

Inclusive Mindset;
Inclusive Club Culture;
Practical Steps to Building
Inclusive Culture

What you do:

shape behaviours,
leadership, and systems
that support inclusion
every day



How to Use This in Real Life

When writing each action, keep it simple:

- ✓ Start with what you saw
 - What did the Check-In tell you?
- ✓ Think about what you learned
 - What ideas or tools stood out from the modules?
- ✓ Turn it into one clear action
 - What is one practical step you can take



Example:

Check-In insight:

- Communication scored as detracting

What you learned:

- Accessible communication principles

Action:

- Update club communications to use clear language, captions, and image descriptions by September



The Key Idea

You are not starting from scratch.

You are building on what you've already learned and turning it into practical steps.

What the Sport4All Action Plan Covers

Step-by-Step: How to Build Your Action Plan

Step 0:

Bring Your Check-In and Modules Together

Before writing actions, ensure you have:

- ✓ your Inclusion Check-In Report
- ✓ access to the Sport4All online learning modules

These two resources should sit beside you as you build your Action Plan.



Step 1:

Reflect on Your Club Using the Check-In

Use your Inclusion Check-In Report to guide reflection.

Ask:

- ✓ Which elements were identified as areas to work on?
- ✓ Where were the biggest gaps or 'dents' in the Wheel of Inclusion?
- ✓ Which examples of high-performing clubs stood out as achievable for us?





This reflection helps ensure your Action Plan responds to real needs, not assumptions.

Before writing actions, ask:

- ✓ Who currently participates in our club?
- ✓ Who might be missing or facing barriers?
- ✓ What feedback have we heard from members, families, or the community?

Step 2:

Use the Online Modules to Shape Actions

Once priorities are clear, use the online modules to design your actions.

For each action, consider:

- ✓ What did the module teach us about this issue?
- ✓ Which tools, checklists, or examples could we apply?
- ✓ What is one practical step we can take now?



Good actions are:

- ✓ specific (clear about what will happen)
- ✓ achievable (within your club's resources)
- ✓ relevant (linked to real barriers or opportunities)

Example:

Insight from module:
communication needs to be accessible

Action:
"Update club emails and newsletters to include clear language, larger font, and image descriptions by July."



For each value, decide on at least one action.

Good actions are:

- ✓ specific (clear about what will happen)
- ✓ achievable (within your club's resources)
- ✓ relevant (linked to real barriers or opportunities)

Example:

Instead of:

"Improve accessibility"

Try:

"Audit the main entry and changerooms using the Sport4All accessibility checklist by June."



Step 3:

Assign Responsibility

Every action must have one named role or person responsible.

This ensures:

- ✓ clarity
- ✓ accountability
- ✓ actions don't get lost

Tip:
responsibility does not mean doing everything alone, it means coordinating the action.



Step 4: Set Timeframes

Timeframes should be:

- ✓ realistic
- ✓ clear (month or quarter is fine)
- ✓ staged if needed

Example:

- ✓ Short-term: 1–3 months
- ✓ Medium-term: 3–6 months
- ✓ Longer-term: 6–12 months



Step 5: **Review and Update**

Your Action Plan is a living document.

You should:

- ✓ review progress regularly
- ✓ update actions as your club learns more
- ✓ celebrate completed actions

Sport4All recognises progress, not just completion.



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Things to Consider When Creating Your Plan

Think Beyond the Club Fence

Inclusive clubs reflect their local community.

Actions may include building or strengthening links with:

- ✓ local schools
- ✓ hospitals and rehabilitation services
- ✓ disability organisations and support providers
- ✓ community groups and local networks
- ✓ high performance pathways
- ✓ first nations and CALD communities

These connections:

- ✓ create clearer participation pathways
- ✓ increase awareness of your club
- ✓ help reach people who may not otherwise see sport as accessible

Strong community links help ensure your club reflects the diversity of the people who live around it.

Link Back to Evidence

Strong Action Plans:

- ✓ reference insights from the Check-In Report
- ✓ reflect learning from specific modules

This helps keep actions focused and meaningful.

Start Small

It is better to complete a few meaningful actions than to list many that never happen.



Be Honest

This is not an assessment or audit.
It is a tool to help your club improve.

Think About Different Experiences

Consider inclusion across:

- ✓ disability
- ✓ age
- ✓ gender
- ✓ communication needs
- ✓ culture

While Sport4All Schools focuses primarily on disability inclusion, inclusive practice benefits many student



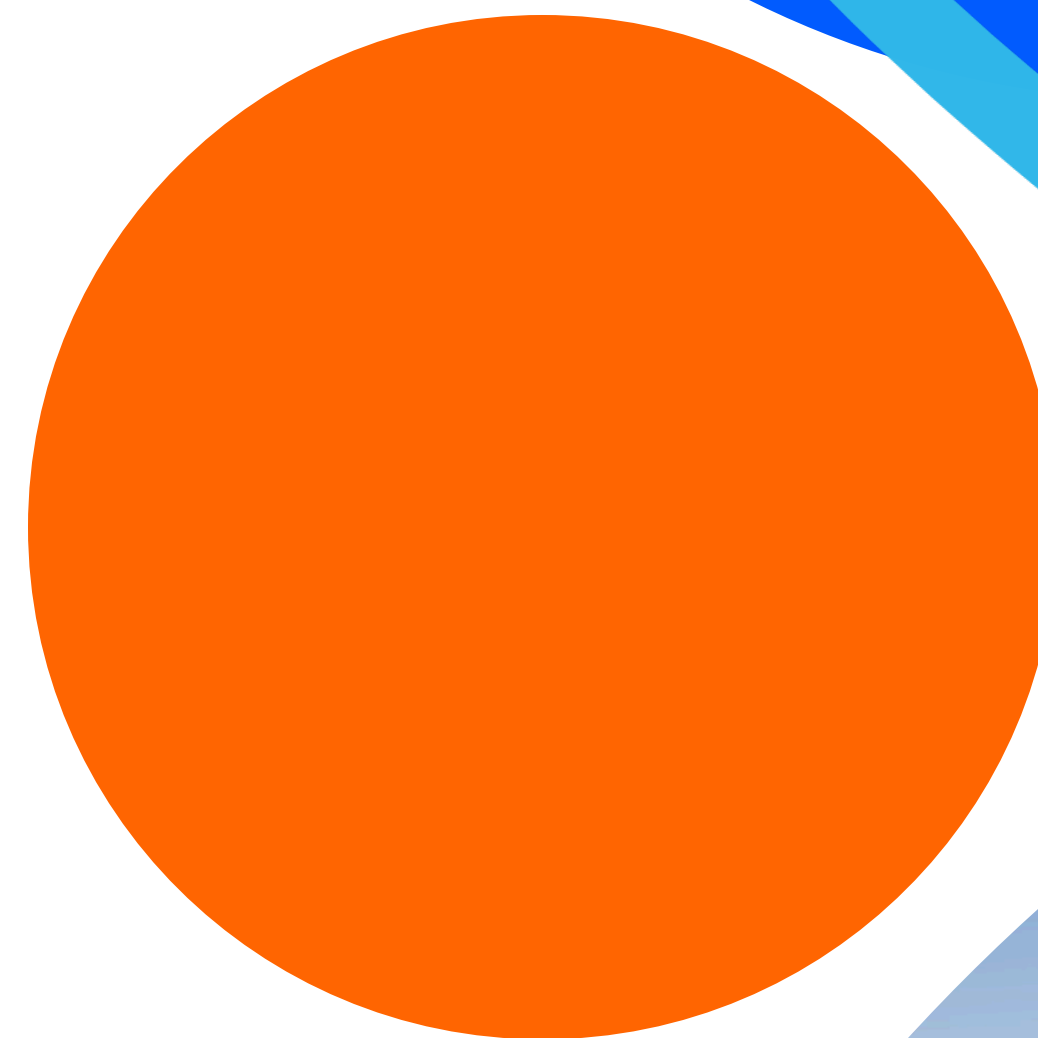
Focus on Systems, Not Individuals

Strong plans improve:

- ✓ policies
- ✓ processes
- ✓ environments

So inclusion does not rely on one person alone.

So, inclusion does not rely on one enthusiastic volunteer.

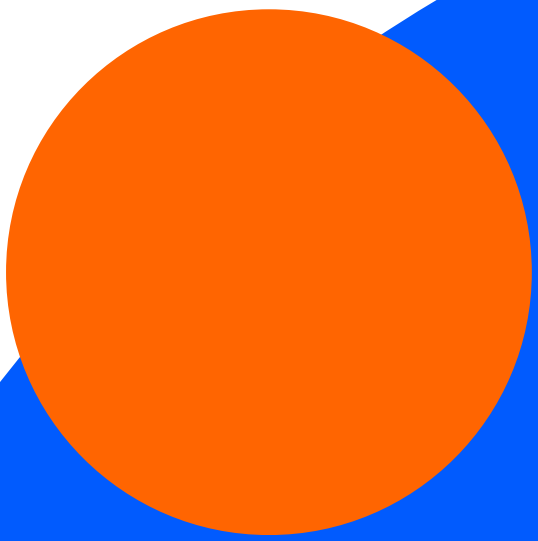


How Inclusion Coaches Support You

(If you have one in your Local Government Area)

Your Inclusion Coach can:

- ✓ help you identify priorities
- ✓ suggest practical actions
- ✓ connect you to Sport4All resources
- ✓ support review and refinement of your plan



**They work with your club,
not over the top of it.**

What Success Looks Like

A successful Inclusion Action Plan means:

- ✓ your club knows what it is working towards
- ✓ actions are underway or completed
- ✓ inclusion is becoming part of everyday practice
- ✓ members and participants feel welcomed, respected, and supported



Final Reminder

An Inclusion Action Plan is not about getting everything right immediately.

It is about:

- ✓ committing to improvement
- ✓ taking practical steps
- ✓ building a more inclusive club over time



Your Sport4All journey starts with learning and becomes real through action.

Need Further Assistance?



**Speak with your
Local Inclusion Coach**

Inclusion coaches are only available in a proportion of Local Government Areas and have a capped level of face-to-face support