

Inclusive communication and digital accessibility checklist

You don't need to be a tech expert to make your club more inclusive online. Start small. **Clear communication, good design, and accessibility benefit everyone.**

Section: Your website	Yes	Needs work	N/A
Is your website easy to read with clear fonts (like Arial or Calibri) and good colour contrast (e.g. dark text on a light background)?			
Is your website mobile-friendly (easy to read and use on a phone or tablet)?			
Do you use plain, simple language (short sentences, clear headings, no jargon)?			
Are images described with Alt Text so people using screen readers know what's shown?			
Do videos have captions and audio has transcripts for people who are Deaf or hard of hearing?			
Are buttons and links clear and easy to tap (not too close together)?			
Are links descriptive (e.g. "Register for training" instead of "Click here")?			
Do forms have clear labels and instructions?			
Can people use your website with a screen reader or magnification tools (test using your computer's built-in accessibility settings)?			
Do you share information online about your club's accessibility features (e.g. accessible toilets, parking, support available)?			

Section: Your social media	Yes	Needs work	N/A
Do your posts use respectful and inclusive language that everyone can understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you avoid jargon or acronyms that new members might not know?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your images and videos show real members and community diversity ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you include Alt Text or image descriptions for photos and graphics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your posts simple and easy to read (not cluttered with too much text or colour)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use CamelCase for hashtags (e.g. #AllAbilitiesSport)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you limit emojis so posts stay readable for screen readers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Start Small: Every Step Counts

You don't have to fix everything at once. Choose **one area** to improve, ask your members for feedback, and keep learning.

Every change makes your club more welcoming and easier for everyone to connect with.

Section: Inside your club (communication and signage)	Yes	Needs work	N/A
Are signs and printed materials easy to read , using large, clear fonts and high contrast?			
Do you use universally recognised symbols for toilets, exits, and directions?			
Are signs placed at an accessible height (around 1.2–1.6 metres)?			
Do you provide pen and paper or other communication aids (like communication boards, QR codes or text options) for people who use different communication methods?			
Can people request information in different formats (large print, digital, Easy Read, or in other languages)?			
Is there a quiet area available for people who need a low-sensory space?			
Do meeting rooms have assistive listening systems (like a hearing loop)?			

Food for thought

Clear signage and multiple communication options help everyone, including new members, parents, and visitors.

2 quick tips

- 1 You can test your website's accessibility using free tools like WAVE or Accessibility Checker.
- 2 Before posting, ask: "If someone was new to our club, would this post make sense to them?"