

Inclusive event checklist

Not every event will tick every box, and that's okay! Focus on what matters most for your club and what you can do with the resources you have.

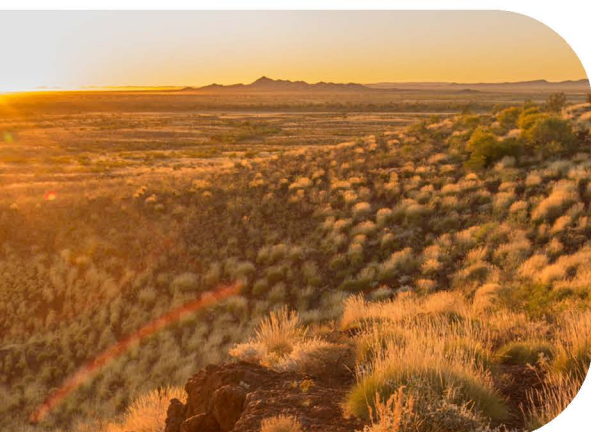
Section: Marketing and communications	Yes	No
Do your photos and videos show the diversity of your club and community?		
Do you clearly explain what supports and access options are available (e.g., accessible toilets, seating, sensory space, quiet registration times)?		
Is your website or social media info easy to navigate ?		
Is your language simple, respectful, and free from jargon or slang?		
Is your text easy to read (simple font, size 14 or bigger, strong contrast)?		
Have you included more than one way to contact the club (phone, email, message)?		
Are your posters and flyers clear , with no busy backgrounds?		
Have you added alt text to images and described video content?		
Can people sign up in different ways (online form, email, phone, in person)?		

A short video explaining where to go and what to expect on the day can reduce anxiety and help everyone feel prepared.

Section: Venue	Yes	No
Can someone using a wheelchair, mobility device or pram access the key areas , such as the entrance, viewing areas, changerooms, clubrooms, and canteen?		
Are ramps available where needed?		
Are doors wide enough and free of obstacles?		
Is signage clear, simple , and easy to see?		
Are communication boards available at check-in desks or the canteen?		
Do stairs have handrails and non-slip edges?		
Are glass doors marked so people don't accidentally walk or wheel into them?		
Are microphones or speakers available for announcements on training/game days?		
Is there a hearing loop (if inside), or can you provide written or visual updates for people who need them?		
Is the venue well-lit , including paths, entrance, and car park?		
Are there enough toilets, including unisex accessible toilets ?		
Is there a variety of seating options (benches with backs, chairs with arms, high stools, shaded seating pitch-side)?		
Are tables and counters accessible for people using wheelchairs?		
Do you have a quiet, low-sensory area where someone can take a break?		

Section: Entertainment, vendors, and catering	Yes	No
Have you organised an Acknowledgement of Country or Welcome to Country ?		
Do you need an Auslan interpreter for competitions or ceremonies?		
Is there seating available with a good view of the game, activity, or match?		
Are stalls, score tables, sign-in desks, and canteen counters at a height people using wheelchairs can reach?		
Are team announcements or speeches available in more than one format (spoken + written or visual)?		
Section: Transport and parking	Yes	No
Are there enough accessible parking bays close to the club entrance ? Are they clearly marked and free of obstacles?		
Is there accessible public transport nearby?		
Are paths from the parking to the venue smooth and easy to follow ?		
Have you encouraged carpooling among members or created a “lift-sharing” group?		

A map showing parking and pathways can make arrival much easier.



A **Welcome to Country** is done by a local Aboriginal or Torres Strait Islander Elder at the beginning of a formal event or significant gathering.

An **Acknowledgement of Country** can be done by anyone at the start of any meeting, event, or even in digital communications.

Section: Volunteers and club members	Yes	No
Have volunteers or staff done basic disability awareness training ?		
Do they understand how to support people with assistance animals ?		
Is someone at the entrance to welcome people and direct them?		
Are volunteers easy to spot (e.g., club shirt, hat, vest)?		
Do volunteers know whom to talk to if someone asks for support or needs an adjustment?		
Section: Emergency management	Yes	No
Is the first aid point clearly marked and easy to get to?		
Do you have a simple emergency plan that considers people with disability , including mobility needs, sensory needs, and communication needs?		
Are volunteers aware of evacuation procedures and where accessible exits are?		
Is there enough volunteer support to help people if an emergency happens?		

4 quick tips

- 1 Use photos of real club members whenever possible. It builds trust.
- 2 A quiet space can simply be a small room with low lighting, chairs, and no loud noise.
- 3 Visual schedules (e.g., warm-up → match → cool-down → presentations) help neurodivergent players and spectators.
- 4 A 10-minute pre-event briefing makes a big difference. Tell volunteers what to expect and who to ask if unsure.