

# Xcessible

## club toolkit



# Xcessible

Empowering clubs to positively and meaningfully provide opportunities for people with disabilities to take part in sport and physical activity.



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# Introduction

Building a strong foundation for the inclusion of people with disabilities in Sport & Inclusive Physical Activity has always been a priority for Cara Sport Inclusion Ireland. Our core beliefs are to ensure opportunities for people with disabilities to participate in sport and physical activity are created within local communities across Ireland. We also want to ensure that people with disabilities have a choice of the type and level of activity they wish to participate in.

A key driver and provider of Sport in Ireland are community-based sports clubs. The huge volunteer base that ensure people with disabilities can regularly participate and enjoy sport and physical activity are central to ensuring people with disabilities are included at local level.

Sports clubs offer so much more to communities than just a sports experience on the field or sports hall. The Xcessible programme aims to support sports clubs to facilitate the many benefits that people with disabilities can also enjoy such as belonging to a community group, opportunities to volunteer, opportunities to make new friends, to learn new skill, to develop leadership & coaching expertise as well as improving social, physical and mental wellbeing.

Unfortunately, people with a disability are often underrepresented in sport. Research from the Irish Sports Monitor (2019) suggests that people with disabilities in Ireland are less likely to be involved in Sport. Just over a third (35%) of those who have a disability in Ireland are involved socially in sport as club members, volunteers, and /or regularly attending sports events, compared to half (50%) of those without a disability.





Much of this difference comes through differing club membership levels between both groups. While two-fifths (40%) of those with no disability are members of a sports club, just under a quarter (24%) of those with a disability are club members. Given the gradients that exist for people with disabilities within sports clubs, additional guidance and support is required for sports clubs to ensure that they can proactively plan for the inclusion of people with disabilities within club life.

Through the implementation of the Xcessible Club Toolkit, Cara Sport Inclusion Ireland aims to support clubs to ensure that they feel empowered to proactively plan and build capacity within their club. This will ensure that more people with disabilities are actively involved in sport and physical activities at club level in their local area and in multiple roles.

The Xcessible Club Toolkit will assist clubs to realise their vision of inclusion and to understand their current provision of activity. It will assist clubs to reflect on their planning and decision-making processes and will support them in creating their philosophy of inclusion across all aspects of their club, from the boardroom to the playing arena.

The Xcessible Club Toolkit has been developed to support and empower clubs in three stages of their journey in creating a fully inclusive club for people with disabilities by 'developing' 'embedding' and 'sustaining' an inclusive approach within their club at all levels with support from their Local Sports Partnerships and National Governing Bodies of Sport.

# About Cara Sport Inclusion Ireland



sport • inclusion • ireland

Cara Sport Inclusion Ireland is a national pan-disability organisation working collaboratively with a range of organisations to ensure people with disabilities have equal access to and awareness of participation opportunities in sport and physical activity of their choice.

Founded in 2007 through a partnership between the Institute of Technology, Tralee and Sport Ireland, Cara Sport Inclusion Ireland's initial focus was to coordinate and support the Local Sports Partnership Sports Inclusion Disability Programme.

Over the last 15 years, this remit has broadened into a leading role in advocating for the inclusion of people with disabilities in sport and physical activity, encouraging a national vision while supporting local provision and building capacity through education and training.

## Our Vision

Our vision as an organisation is to ensure that 'Disability Sport & Inclusive Physical Activity are at the heart of our nation'.

## Our Mission

To work in collaboration with the disability, sporting, community, and statutory bodies to provide people with disabilities with enhanced opportunities to participate in the sport and physical activity of their choice.

## Our Core Beliefs

- Opportunities should be provided for all people with disabilities, irrespective of the nature/degree of their disability.
- People with disabilities should have a choice in relation to activities, and the setting in which they take place.
- Access to lifelong participation must be facilitated in local communities for people with disabilities.

Cara Sport Inclusion Ireland is clear on the challenges that face Sports Clubs in Ireland who are striving to deliver and improve their opportunities for people with disabilities. Through the development of the Xcessible Club Toolkit, this resourced pathway will give sports clubs across Ireland a framework to develop, embed, and sustain positive opportunities for people with disabilities to enjoy participating in sport and physical activity.





## Local Sports Partnerships

Every day in communities across Ireland the national network of Local Sports Partnerships helps people to get active and removes barriers to sport and physical activity. The network is made up of 29 Local Sports Partnerships (LSPs) who are passionate about getting Ireland physically active and involved in sport and physical activity thus ensuring everyone in the community has the chance to be included in various activity opportunities locally.

Working with trusted professionals and valued volunteers the LSP (Local Sports Partnerships) network engages communities across the country to deliver inclusive, impactful, and sustainable opportunities tailored to local needs, getting Ireland more physically active, involved in sport, and improving the mental and physical health of the nation. The opportunities LSPs create to engage in physical activity and sport are inclusive and available to all abilities.

The LSPs undertake a wide range of actions with the aim of increasing sport and physical activity participation levels in their local communities. These actions are grouped within four outcome areas:

- 1 Working to support clubs, coaches and volunteers and supporting partnerships between local sports clubs, community-based organisations, and sector agencies.
- 2 Creating great opportunities for access to training and education in relation to sports and physical activity provision.
- 3 Provision of targeted programmes, events, and initiatives to increase physical activity and sport participation.
- 4 Providing information about sport and physical activity to create awareness and access.

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Within many of the Local Sports Partnerships there is a Sport Inclusion Disability Officer (SIDO) who facilitates and guides the inclusion of people with disabilities to participate in sport and physical activity opportunities.

● Your Local Sports Partnership and Sport Inclusion Disability Officer are a key point of contact and information to support your club through the Xcessible Club toolkit.

To find more information on your Local Sports Partnership go to <https://www.sportireland.ie/participation/local-sports-partnerships>





## National Governing Bodies of Sport

The National Governing Bodies of Sport (NGBs) recognised by Sport Ireland are at the centre of Irish sport. They are key delivery agencies to achieve the strategic and operational goals of Sport Ireland. The work of NGBs feeds into and complements the strategic priorities identified in both the National Sports Policy, Diversity & Inclusion Policy and the Sport Ireland strategy.

With their member clubs and affiliates, NGBs organise and administer most of the organised sport in Ireland; they train and deploy coaches; they organise representative level sport; and they provide sporting opportunities and pathways leading from local sport to national and international competition.

To find out more about National Governing Bodies of Sport in Ireland go to <https://www.sportireland.ie/national-governing-bodies/ngb-contact-finder>

## National Disability Sport Organisations

In Ireland, there are a number of National Disability Sport organisations in Ireland that support people with disabilities to engage in Sport and Physical Activity. They provide advice, support, and opportunities for people of all ages with specific impairments.

The 5 National Disability Sports Organisations in Ireland are; **Special Olympics Ireland, Vision Sports Ireland, Paralympics Ireland, Irish Wheelchair Association Sport, and Deaf Sport Ireland.**

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### Special Olympics Ireland

Special Olympics Ireland is a sports organisation for people with an intellectual disability from the age of 4 years old with no upper age limit. Currently, almost 8,000 athletes from across the island of Ireland participate in 15 different sports through Special Olympics.



Through sports, health, and leadership programmes athletes learn to be physically, mentally, and emotionally fit. They get to learn new skills, increase confidence and most importantly they get to experience the joy of sport and make life-long friendships.

More information: [specialolympics.ie](https://specialolympics.ie)

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## Vision Sports Ireland

Vision Sports Ireland, a subsidiary of the National Council for the Blind of Ireland, is the Sport Ireland national governing body for sport for blind and visually impaired people in Ireland. Founded in 1988 Vision Sports Ireland is a not-for-profit organisation and registered charity.



Vision Sports Ireland promotes a variety of activities including athletics, golf, football, judo, swimming, tandem cycling, tennis, triathlon, walking, water-skiing, and much more. It facilitates all levels of fitness and abilities.

More information: [visionsports.ie](http://visionsports.ie)

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## Irish Wheelchair Association-Sport

Irish Wheelchair Association-Sport (IWA Sport) is a leading National Governing Body (NGB) in Ireland for people with a physical disability. The aim of IWA Sport is to enable people with a physical disability to participate in sport at their level of choice.



IWA Sport promotes sport and recreation through clubs, IWA Resource Centres, and Schools. IWA Sport also supports high-performance athletes in reaching their full potential at both national and international standards.

More information: [iwa.ie/sport](http://iwa.ie/sport)

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## Deaf Sports Ireland

Deaf Sports Ireland is an organisation that promotes the social and community benefits of Deaf and Hard of Hearing people participating in sports.



Deaf Sports Ireland encourages participation at all levels and looks for potential athletes to take part in competitions national and international events. Deaf Sports Ireland provides training and a huge range of sporting activities.

More information: [deafsportsireland.com](http://deafsportsireland.com)

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## Paralympics Ireland

Paralympics Ireland is the National Paralympic Committee (NPC) for Ireland, recognised by the International Paralympic Committee (IPC), and is responsible for preparing and managing the Irish team at the Paralympic Games which are held every four years in parallel with the Olympic Games.



Paralympics Ireland provides support and advice to NGBs in their delivery of a high-performance pathway for athletes with a disability ensuring that the next generation of Irish Paralympians will be amongst the best prepared and most successful Para-Athletes competing in future Paralympic Games.

More information: [paralympics.ie](http://paralympics.ie)

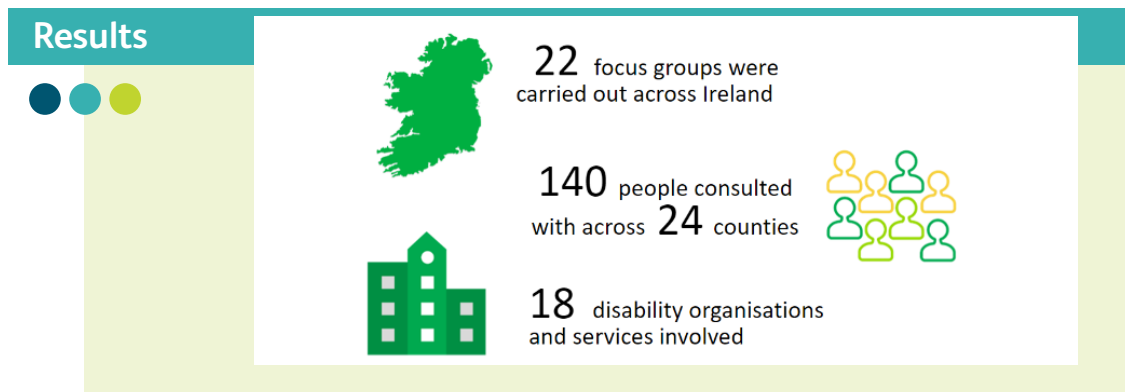
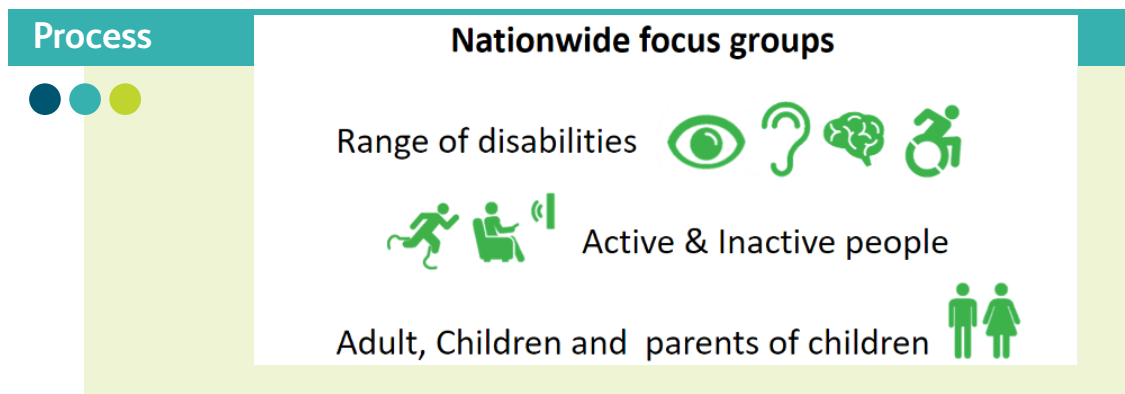
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# Sport Inclusion Disability Charter

Sport and physical activity are central to the fabric of life in Ireland. As citizens of this state, people with disabilities have a right to be active within their local communities. In an effort to truly understand what it is really like for a person with a disability to be active in Ireland, Cara carried out nationwide focus groups with people with disabilities and parents of children with disabilities.



From the vast feedback received, we have developed the Sport Inclusion Disability Charter, which clearly outlines the five key areas people with disabilities are asking all organisations and clubs to consider in making active and healthy lifestyles possible for people with disabilities.

The Sport Inclusion Disability Charter will form the backbone of the Xcessible Club Toolkit and will create a framework to ensure clubs have clear directions and guidelines to support the inclusion of people within Sport and Inclusive Physical Activity at club level.

To find out more about the Sport Inclusion Disability Charter go to <https://caracentre.ie/sport-inclusion-disability-charter/>

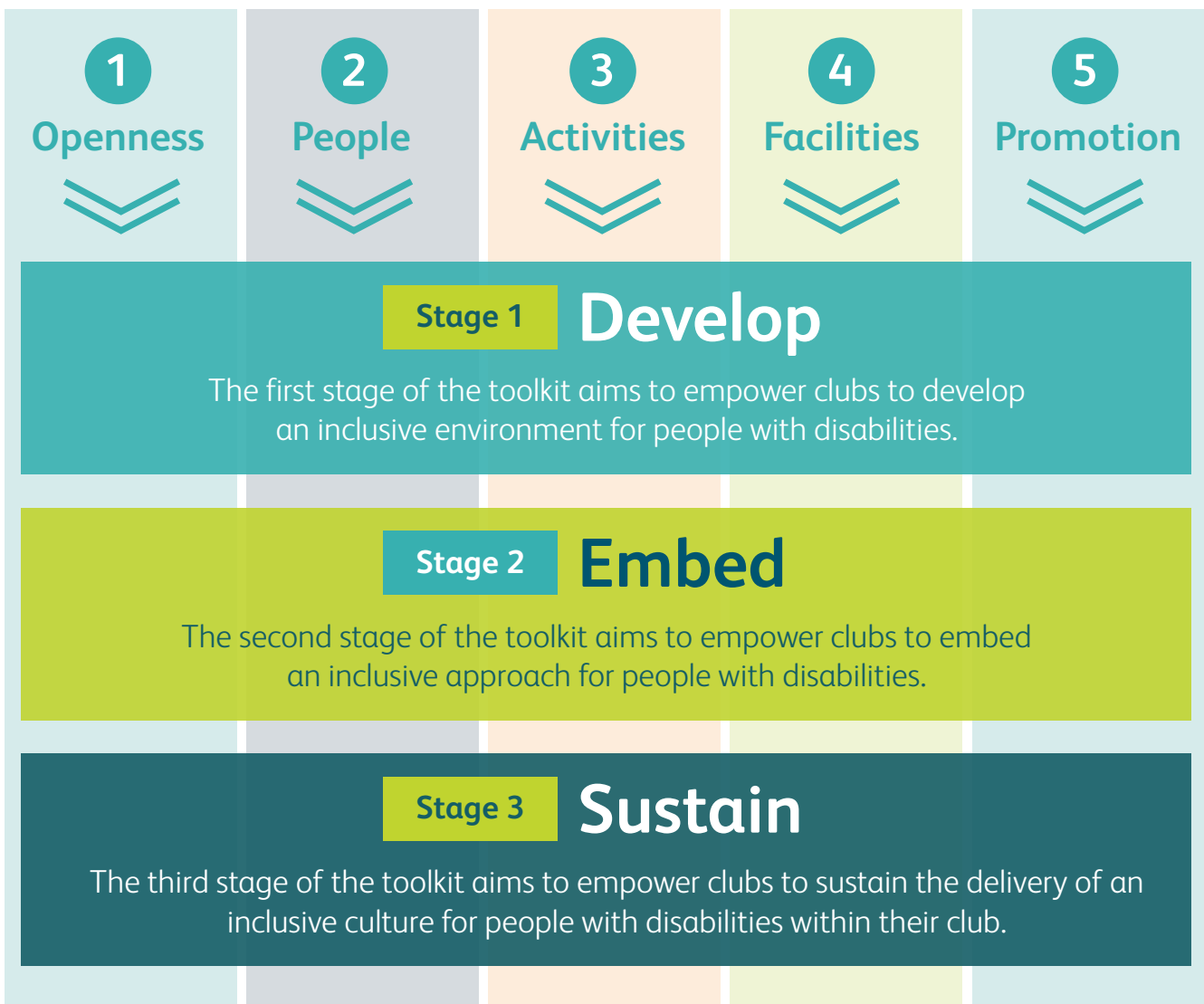


# about Xccessible

## club toolkit

The Xccessible Club Toolkit aims to support sports clubs to overcome the challenges experienced by people with disabilities who want to engage with clubs. The toolkit will help develop, embed and sustain inclusive practice within their club to ensure that people with disabilities can access and enjoy regular participation in sport & physical activity.

The Xccessible Club Toolkit has been developed to support clubs in three stages of their journey towards creating a fully inclusive club for people with disabilities. The Sport Inclusion Disability Charter is the framework for the Xccessible Club toolkit.





## Stage 1

## Develop

### Developing an inclusive approach in your club

#### Introduction

Welcome to Stage 1 of the Xcessible Club Toolkit - Developing an inclusive approach in your club. This stage of the toolkit aims to support clubs in developing or improving their structures and inclusive approaches to ensure people with disabilities have a positive experience within the club, and that club volunteers, coaches, and committee members feel confident and supported in developing inclusive environments.

Key focus areas:

- Connecting with your Local Sports Partnership and National Governing Body.
- Adopt the Sport Inclusion Disability Charter.
- Develop a Disability Inclusion Policy.
- Encourage your committee to complete Disability Awareness Training.
- Assess the training needs of your coaches and volunteers.
- Review the equipment and facilities in your club.
- Review your club website and promotional materials.

## 1. Openness

### 1.1. Connect with your Local Sports Partnership & Sport Inclusion Disability Officer

#### Guidance

Your Local Sports Partnership and SIDO will be able to provide you with advice and guidance in relation to inclusion for people with disabilities in your club and the local area.

#### Actions Required

Engagement with your LSP and SIDO

#### Support (see appendix)

LSP Contact List

### 1.2. Connect with the relevant National Governing Body of Sport

#### Guidance

The National Governing Body of Sport will be able to provide you with advice and guidance in relation to inclusion for people with disabilities in your sport.



### Actions Required

Engagement with your NGB

### Support (see appendix)

NGB Contact List

## 1.2. Identify and adopt the Sport Inclusion Disability Charter through your club committee

### Guidance

The Sport Inclusion Disability Charter provides a clear framework for clubs in relation to their inclusive practice for people with disabilities. By adopting the Sport Inclusion Disability Charter, you are informing your club members and community that your club is open for people with disabilities.

### Actions Required

- Download information on the Charter through the Cara website
- Discuss signing the Charter as a club with your committee
- Adopt the Sport Inclusion Disability Charter

### Support (see appendix)

Sports Inclusion Disability Charter information & registration Link

## 1.3. Develop a Disability Inclusion Policy using the Sport Inclusion Disability Charter headings as a guide

### Guidance

By creating this policy, you are shaping the ethos of your club. Sharing it with your members and visitors secures their shared commitment to it and shows the public that your whole club has an inclusive culture.

### Actions Required

- Discuss developing a Disability Inclusion Policy with your club committee
- Use the templates provided to support the development of your policy
- Finalise and produce a Disability Inclusion Policy and make your club members aware of the policy

### Support (see appendix)

Disability Inclusion Policy Template & Guidance

## 2. People

### 2.1. Encourage your club Committee to complete Sport Inclusion & Disability Awareness Training

### Guidance

By taking part in specific Sport Inclusion Training for Committee members your club will increase their understanding and awareness around disability. This will enable your committee to share knowledge with the rest of your club and to feel more comfortable delivering to and supporting the development of inclusive opportunities for people with disabilities in your club.

### Actions Required

- Discuss training and education opportunities at committee meeting
- Book a Sport Inclusion & Disability Awareness workshop through your LSP, NGB, or Cara
- Complete the training and highlight that you have completed the training through your club social media, website, newsletter etc.

### Support (see appendix)

Information on Training opportunities

## 2.2. Assess the Education & Training needs of your club volunteers & coaches (completion of disability specific workshops)

### Guidance

By understanding the current knowledge and awareness of your coaches and volunteers in relation to disability specific areas you can plan and provide additional training to support their inclusive practice.

### Actions Required

- Conduct a brief survey with your club coaches and volunteers to understand who has completed specific Disability Training within the last 3 years
- Collate survey results and identify gaps where coaches and volunteers need further training

### Support (see appendix)

- Information on training opportunities
- Coaching & Volunteers Record Sheet

## 3. Activities

### 3.1. Develop a list of contacts of key partners and organisations who will support your club to create inclusive activities e.g. Local schools, Disability Services, NGB Officers, LSP contacts etc.

### Guidance

Developing a key list of partner contacts will allow your club to engage effectively with all sections of the community and to engage with key partners who will support your club in developing provision for people with disabilities.

### Actions Required

- Create a list of key partners in your local, regional, and national contacts who may be able to support your club in relation to Disability Inclusion e.g., LSP Contact, NGB Contact, Cara, Local Schools, Disability Services, Local & National Disability Organisations
- Update your contact list on an on-going basis

### Support (see appendix)

- List of Key National Disability Organisations Contacts
- LSP Contact List
- NGB Contact List

### 3.2. Link with your LSP & NGB to explore participation programmes & activities your club may be able to develop

### Guidance

Linking with your LSP & NGB to explore participation programmes that are already in place within your sport or activity will allow you to explore the options for activity development available for your club and allow you to plan effectively.

### Actions Required

Link with your LSP & NGB and gain more information about Inclusive programmes and variations of your sport.

### Support (see appendix)

- LSP Contact List
- NGB Contact List

## 4. Facilities

### 4.1. Develop a list of the facilities your club currently uses - including indoor and outdoor facilities

#### Guidance

Understanding the indoor and outdoor facilities that your club uses will allow you to identify any potential accessibility issues at an early stage.

#### Actions Required

Complete the facility list template with as much information on the indoor and outdoor facilities available at your club

#### Support (see appendix)

Facility List Template

### 4.2. Develop a list of the main types and numbers of equipment your club currently has in operation

#### Guidance

Understanding the types and quantities of equipment currently available to your club will allow you to identify gaps in equipment provision when planning your activities.

#### Actions Required

Complete the equipment list template with as much information on the types and quantity of equipment your club has in operation

#### Support (see appendix)

Club Equipment Checklist Template

## 5. Promotion

### 5.1. Review your club website (if applicable) and social media content and list information provided in relation to disability

#### Guidance

Understanding the information and messaging provided by your website and social media platforms to people with disabilities is important to ensure that key information is provided in an inclusive and accessible way.



### **Actions Required**

Use Cara's Inclusive Communication guidelines to support the review of your website

### **Support** (see appendix)

Cara Inclusive Communication Guidelines

## **5.2. Review the images that are on your club website, facilities and social media in relation to inclusive activities and people with disabilities**

### **Guidance**

Using imagery that is inclusive of people with disabilities on your club website, social media and facilities will help to create an environment and image that your club has an inclusive approach.

### **Actions Required**

Use Cara's Inclusive Communication guidelines to support the review of imagery on your club website, facilities, and social media.

### **Support** (see appendix)

Cara Inclusive Communication Guidelines

## **5.3. Review the marketing materials used by the club to promote activities e.g., posters, videos, leaflets etc.**

### **Guidance**

Understanding how to create clear and accessible promotional materials for your club activities will help to increase the reach you will have to people with disabilities in your community.

### **Actions Required**

Use Cara's Inclusive Communication guidelines to support the review of imagery on your club's marketing materials.

### **Support** (see appendix)

Cara Inclusive Communication Guidelines

## **5.4. Share regular updates on Disability specific programmes and events through your club's media channels e.g., social media and website**

### **Guidance**

Sharing regular updates with the audiences through your social media, website and newsletter will ensure that they are engaged and informed on the progress your club is making in relation to Disability Inclusion.

### **Actions Required**

Plan regular updates on your social media with a focus on various aspects of your journey, e.g.

- Club adopting the Sport Inclusion Disability Charter
- Club members completing Disability Inclusion training

### **Support** (see appendix)

Cara Inclusive Communication Guidelines

## Stage 2

## Embed

### Embedding an inclusive approach in your club

#### Introduction

Welcome to Stage 2 of the Xcessible Club Toolkit - Embedding an inclusive approach in your club. This stage of the toolkit aims to support clubs to embed inclusive approaches and best practices to ensure people with disabilities have a positive experience within the club, and that club volunteers, coaches, and committee members feel confident and supported in developing inclusive approaches.

Key focus areas:

- Consider the development of a Club Action Plan.
- Appoint a Club Disability Inclusion Officer.
- Ensure Lead Coaches & Volunteers have completed Sport Inclusion & Disability Awareness Training.
- Provide information to club coaches and volunteers on where to go for further training.
- Consider having an open day in your club for people with disabilities in your community.
- Consider developing a pilot inclusive activity programme in your club.
- Evaluate the current facilities and equipment available within your club.
- Develop a member welcome pack with information on your club for new members.
- Develop a database of inclusive imagery to use on club promotional materials.

## 1. Openness

### 1.1. Consider the development of a club action plan to support people with disabilities within your club (plan based on 5 pillars of the charter)

#### Guidance

Having a long-term plan or strategy within your club for the inclusion of people with disabilities is important to ensure that your inclusive structures are sustainable.

#### Actions Required

Consult with your club committee in developing your action plan

#### Support (see appendix)

Club Action plan template

## 1.2. Ensure that all club members are aware that your club has adopted the Sport Inclusion Disability Charter

### Guidance

By adopting the Sport Inclusion Disability Charter, you are informing your club members and community that your club is open for people with disabilities and that you are working towards the 5 pillars of the Charter. Ensuring that all club members are aware that the club has adopted the Charter will ensure that a whole club approach to inclusion is developed.

### Actions Required

Share information on the Sport Inclusion Disability Charter with your members and inform them why your club has adopted the charter

### Support (see appendix)

Charter resources, certificates, and promotional materials

## 1.3. Ensure that your club has a Disability Inclusion Policy & Inclusion statement in place that is reviewed annually

### Guidance

By creating this policy, you are shaping the ethos of your club. Sharing it with your members and visitors secures their shared commitment to it and shows the public that your whole club has an inclusive culture.

### Actions Required

Review your clubs Disability Inclusion Policy & Inclusion Statement on an annual basis

### Support (see appendix)

Disability Inclusion Policy Guidance & Template

## 2. People

### 2.1. Appoint a Disability Inclusion Officer within the club who is the main point of contact for the club in relation to disability

#### Guidance

Appointing a Disability Inclusion Officer at your club will ensure that you have a main point of contact for people with disabilities, athletes, coaches, parents, and volunteers to provide more information around accessibility, facilities, programmes, training etc. This will help to break down the barriers making your club more accessible and appealing for people with disabilities.

#### Actions Required

- Identify a suitable person within your club to become the clubs Disability Inclusion Officer
- Appoint a suitable person to the role and use the role description template to guide the work of the Disability Inclusion Officer

#### Support (see appendix)

Role description for a Club Disability Inclusion Officer



## 2.2. Encourage all club lead coaches and key volunteers to complete Sport Inclusion & Disability Awareness Training

### Guidance

By completing specific Sport Inclusion & Disability Awareness Training, lead coaches and key volunteers within your club will increase their understanding and awareness around disability. This will enable them to feel more comfortable delivering to and supporting the development of inclusive opportunities for people with disabilities in your club.

### Actions Required

- Encourage all Lead coaches & Key volunteers in your club to complete Sport Inclusion & Disability Awareness Training
- Book a Sport Inclusion & Disability Awareness workshop through your LSP, NGB or Cara
- Complete the training and highlight that you have completed the training through your club social media, website, newsletter etc.

### Support (see appendix)

- Training course information and registration information
- Coaches & Volunteers Record Sheet

## 2.3. Ensure that at least one lead coach in the club has completed Disability Inclusion Training & Autism in Sport Training within the last 3 years

### Guidance

By completing Disability Inclusion Training and Autism in Sport Training, lead coaches within your club will be equipped with in-depth knowledge on how to develop and adapt activities to suit the needs of people with disabilities.

### Actions Required

- Speak to the Lead coaches in your club and find out if they have completed the appropriate training
- If required, book a Disability Inclusion Training & Autism in Sport Training through your LSP, NGB or Cara

### Support (see appendix)

- Training course information and registration information

## 2.4. Provide information to club volunteers and coaches on where to go for further training in relation to disability and inclusion

### Guidance

Providing information to club volunteers and coaches on further training is important to ensure that they feel supported and empowered to be inclusive in their club role.

### Actions Required

- Share information regularly with your volunteers and coaching on further training opportunities
- Link your coaches and volunteers into appropriate further training provided by an LSP, NGB or other organisations as appropriate

### Support (see appendix)

- Training course information sheet
- Links to NGB specific training

## 2.5. Ensure that the club is aware of and collates the numbers of people with a disability in the club currently (players, coaches, volunteers, committee members)

### Guidance

By understanding the current numbers of people with disabilities within your club, it may allow you to understand what supports, guidance and programmes are required to engage new and existing members.

### Actions Required

Collect and collate the numbers of people with disabilities in your club on an annual basis

### Support (see appendix)

Sample Club Registration Form

## 3. Activities

### 3.1. Engage with national and regional organisations to actively support the development of Inclusive Activities within the club

#### Guidance

Engaging with your NGB or national representative body will provide your club with an opportunity to access national supports to increase your reach and resources to provide inclusive activities.

#### Actions Required

Engage and connect with national contacts who may be able to support and promote activity development in your club; e.g., NGB, Cara, Sport Ireland etc.

#### Support (see appendix)

NGB or National Representative Body Contact Information

### 3.2. Consider developing a pilot disability-specific activity program or inclusive mainstream programme within your club that ensures participation opportunities for people with disabilities

#### Guidance

Developing Disability specific activity programmes or inclusive mainstream activities within your club ensures that your club can provide participation opportunities for people with disabilities in your local community.

#### Actions Required

- Link with your LSP & NGB to inform them of your pilot programme and explore how they may be able to support it
- Promote the pilot programme through your local, regional, and national contacts
- Use the TREE model & Inclusion Continuum to appropriately plan and adapt your pilot programme
- Evaluate the success of your pilot programme following its completion

#### Support (see appendix)

- TREE Model
- Inclusion Continuum
- NGB & LSP Support
- Promotional Materials Templates

### 3.3. Consider organising an Open Day event at your club where people with disabilities can visit your club facilities, meet club members and find out information about the activities you can provide throughout the year

#### Guidance

Opening your facilities for people with disabilities to find out more about what your club provides is an excellent way of engaging new members and building connections within the community.

#### Actions Required

- Link with your LSP & NGB to inform them of your open event and how they may be able to support your club
- Promote the event through your local, regional and national contacts

#### Support (see appendix)

Support from NGB and LSP

### 3.4. Consider applying for funding grants to support the development of inclusive activities in your club

#### Guidance

Gaining additional funding to support your club to develop facilities, equipment or to support the training needs of your members will allow you to create the capacity within your club for inclusive activities.

#### Actions Required

Contact your LSP, NGB or Local Council to gain information and guidance on upcoming funding opportunities

#### Support (see appendix)

LSP & NGB Information on funding opportunities

## 4. Facilities

### 4.1. Evaluate the current equipment in your club and how you can adapt it to provide inclusive activities

#### Guidance

Evaluating the current provision of equipment currently within your club will provide you with an idea on the type of activities you will be able to facilitate, while also providing you with information on potential new equipment required.

#### Actions Required

- Complete Club Equipment Checklist template.
- Identify gaps in your equipment provision in relation to the activities you are planning within your club

#### Support (see appendix)

Accessible Facility Guidelines

## 4.2. Assess the accessibility of external pathways, car parks and routes to your club facilities, e.g. outdoor pitches

### Guidance

Reviewing the external pathways and routes to your club facilities will provide you with a clear picture on how people with disabilities will best be able to access your outdoor facilities.

### Actions Required

- Complete External Pathways and Routes checklist
- Identify any issues or concerns in relation to the accessibility of external pathways and routes to your club's facility

### Support (see appendix)

Accessible Facility Guidelines

## 4.3. Assess the level of accessible toilet and changing facilities in your club facilities (if applicable)

### Guidance

Reviewing the accessible toilet and changing facilities in your club environment will provide you with information on current provision and how you may need to improve provision in the future.

### Actions Required

- Complete accessible toilet and changing facilities checklist
- Identify any issues or concerns in relation to the accessibility of your club's toilet and changing facilities

### Support (see appendix)

Accessible Facility Guidelines

## 4.4. Assess the external lighting on the approach to your club facilities

### Guidance

Reviewing the external lighting provision in your club facility is important particularly for external paths, walkways and car parking facilities.

### Actions Required

- Complete External Lighting checklist
- Identify any issues or concerns in relation to the accessibility of external lighting on the approach to your club facilities

### Support (see appendix)

Accessible Facility Guidelines

## 4.5. Assess the level of accessible parking available at your club facilities

### Guidance

Assessing the level of accessible parking available at your club facilities will allow you to understand the current parking provision at your facility and understand the gaps in provision that may exist.

### Actions Required

- Complete Accessible Parking Checklist
- Identify gaps in your accessible parking provision

### Support (see appendix)

Accessible Facility Guidelines



## 4.6. Assess the signage provision on the approach to your club facilities

### Guidance

Reviewing the provision of appropriate signage on the approach to your club facilities is important to understand that information is accessible for people with disabilities.

### Actions Required

- Complete Signage checklist
- Identify any issues or concerns in relation to signage provision on the approach to your clubs facilities

### Support (see appendix)

Accessible Facility Guidelines

## 4.7. Assess the internal accessibility of indoor facilities that your club uses particularly for wheelchair users

### Guidance

Assessing the internal accessibility of your club facilities will provide you with information on how people with disabilities will be able to access your internal areas.

### Actions Required

- Complete indoor facility access checklist
- Identify any issues or concerns in relation to the accessibility of your clubs indoor facilities

### Support (see appendix)

Accessible Facility Guidelines

## 5. Promotion

### 5.1. Link with your NGB and LSP to ensure club information and participation opportunities in your club are shared locally and nationally

#### Guidance

Building strong links with your NGB and LSP in relation to promotion and information sharing will ensure that your clubs information and activities are available to a wider audience.

#### Actions Required

Link in with your LSP & NGB so that your club details and participation opportunities are shared through their channels e.g., details on website, upcoming events etc. Also consider local promotions e.g., local newspaper, radio and social media channels

#### Support (see appendix)

GB & LSP Contact lists

## 5.2. Display the Sport inclusion Disability Charter in your club facilities, website and or social media

### Guidance

It is important to promote that your club has signed the Sport Inclusion Disability Charter to ensure people with disabilities and the wider community know that your club is taking steps to become more inclusive of people with disabilities.

### Actions Required

Display the Charter on your club facility, website, and social media

### Support (see appendix)

Charter resources, Certificates, and promotional materials

## 5.3. Develop a database of suitable positive inclusive imagery that the club can use to promote your activities

### Guidance

Ensuring that the imagery your club is using is positive and inclusive is crucial to ensuring that your club can engage effectively with people with disabilities.

### Actions Required

- Collate and safely store a database of suitable imagery that you can use to support the promotion of your clubs' activities
- Ensure that your PRO or Media Officer has access to the database and is aware of the Inclusive Communication Guidelines

### Support (see appendix)

Cara Inclusive Communication Guidelines

## 5.4. Develop and highlight promotional materials for your club with inclusive imagery and language to ensure that club activities are promoted appropriately

### Guidance

Developing Inclusive promotional materials that include appropriate inclusive language and imagery is crucial to ensuring that your club can engage effectively with people with disabilities.

### Actions Required

Use the Cara Inclusive Communication Guidelines as a support tool in developing club materials

### Support (see appendix)

Cara Inclusive Communication Guidelines

## 5.5. Develop a welcome pack for new members with an overview of the clubs activities and key contacts

### Guidance

Providing a welcoming experience for new members to your club is crucial to ensure that they feel welcome from the beginning within your club and that they have a clear picture of the activities and facilities that your club provides.

### Actions Required

- Develop a concise welcome pack for new members with a brief overview of the clubs facilities, activities, and key contacts
- Ensure that each new member receives a pack as appropriate
- Update your welcome pack on an annual basis

### Support (see appendix)

Welcome Pack Guidance Document & Template



## Stage 3

## Sustain

### Sustaining an inclusive approach in your club

#### Introduction

Welcome to Stage 3 of the Xcessible Club Toolkit - Sustaining an inclusive approach in your club. This stage of the toolkit aims to ensure clubs are sustaining inclusive approaches and best practices to ensure people with disabilities have a positive experience within the club, and that club volunteers, coaches, and committee members feel confident and supported in sustaining inclusive approaches.

Key focus areas:

- Ensure the club has a disability inclusion plan in place with key objectives.
- Identify and develop a disability sub-committee within the club to guide and advise on disability and inclusion.
- Ensure that the club Disability Inclusion Officer is established and well supported.
- Conduct an annual audit of the training needs of your coaches and volunteers.
- Ensure all lead coaches and volunteers complete Disability Inclusion Training and Autism in Sport Training.
- Ensure that the club has established regular inclusive activity programmes and pathways for people with disabilities.
- Develop a resource folder for volunteers and coaches to support their learning and development.
- Ensure that your club facilities and equipment are accessible and available for people with disabilities.
- Consider nominating club coaches and volunteers for local and national awards to recognise their contribution to inclusive sport.
- Develop an annual club case study to celebrate and highlight the work of your club volunteers and members.

## 1. Openness

### 1.1. Ensure that a club Disability Inclusion Plan is in place with key objectives and key performance indicators (KPIs) established and monitored regularly

#### Guidance

Having a club Disability Inclusion Plan in collaboration with a person with a disability will ensure that the needs, wants and challenges are considered. This should be regularly reviewed and monitored allowing your club to enhance the quality of provision for people with disabilities within your club.

#### Actions Required

Develop and monitor your Club's Disability Inclusion Plan

#### Support (see appendix)

Disability Inclusion Policy Template & Guidance

## 1.2. Ensure that all club members are aware of the clubs Disability Inclusion Plan & Policies

### Guidance

Informing all members of your Club's Disability Inclusion Plan and Policies will ensure a whole club approach to inclusion of people with disabilities in your club.

### Actions Required

- Share your clubs Disability Inclusion Plan and Policies on your club website
- Share a copy of your club's Disability Inclusion Plan and policies with all club members

### Support (see appendix)

Disability Inclusion Policy & Plan Templates

## 1.3. Link with your LSP and/or NGB inclusive events to increase the profile of your club and engage new members

### Guidance

Linking in with local, regional and national inclusion and taster events will ensure that the profile of your club and your inclusive activities reaches a wide audience of potential new members.

### Actions Required

- Link with LSP inclusion and taster events
- Link with suitable NGB inclusion days and taster events

### Support (see appendix)

- LSP Contacts
- NGB Contacts

## 2. People

### 2.1. Establish a sub-committee within the club who will guide and advise the club on Disability related matters

#### Guidance

When developing a sub committee you should ensure that a person with a disability is represented. The subcommittee within your club will advise and guide on disability related matters, will ensure that developments around accessibility, programmes, coaching, facilities, training etc. can be discussed and brought forward to the club committee in a meaningful way.

#### Actions Required

- Identify suitable people within your club currently or within your local community who will support and guide the work of your club in relation to disability inclusion
- The sub-committee should report directly to the main club committee on a regular basis

#### Support (see appendix)

Guidance on setting up a club committee



## 2.2. Ensure that your club has a Disability Inclusion Officer established and supported in their role by the club committee

### Guidance

Appointing a Disability Inclusion Officer at your club will ensure that you have a main point of contact for athletes, coaches, parents, and volunteers to provide more information around accessibility, facilities, programmes, training etc. This will help to break down the barriers making your club more accessible and appealing for people with disabilities.

### Actions Required

- Ensure that the Disability Inclusion Officer with your club is established
- Ensure that the Disability Inclusion Officer is supported effectively in their role by the Club Committee

### Support (see appendix)

Role description for a Disability Inclusion Officer

## 2.3. Ensure that all lead coaches within the club have completed Disability Inclusion Training and Autism In Sport Training

### Guidance

It is important that coaches leading activities within your club have a proficient level of understanding of inclusive practice to ensure people with disabilities engaging in your clubs' activities have a positive experience.

### Actions Required

- Provide information on Disability Inclusion Training and Autism in Sport Training to your lead coaches
- Book a Disability Inclusion Training and Autism in Sport workshop through your LSP, NGB or Cara

### Support (see appendix)

- Disability Inclusion Training Workshop Information on Cara website
- Autism in Sport Workshop Information on Cara website

## 2.4. Encourage all coaches within the club to complete Sport Inclusion & Disability Awareness Training

### Guidance

It is important that coaches leading and assisting in the delivery of activities within your club have a basic level of understanding of inclusive practice to ensure people with disabilities engaging in your club's activities have a positive experience.

### Actions Required

- Provide information on Sport Inclusion & Disability Awareness Training to your club coaches
- Book a Sport Inclusion & Disability Awareness workshop through your LSP, NGB or Cara

### Support (see appendix)

Sport Inclusion Disability Awareness Training Information on Cara website

## 2.5. Conduct an annual review of the training needs of your coaches, volunteers, and committee members in relation to Disability Inclusion

### Guidance

It is important to regularly review the training needs of your coaches, volunteers, and committee members to ensure that they are equipped with the knowledge and confidence to provide positive experiences for people with disabilities in your club.

### Actions Required

- Conduct a brief survey with your club coaches and volunteers to understand who has completed specific Disability Training within the last 3 years
- Collate survey results and identify gaps where coaches and volunteers need further training

### Support (see appendix)

- Information on training opportunities
- Coaches & Volunteers Record Sheet

## 3. Activities

### 3.1. Ensure that your club has established Inclusive programmes within club activities that are sustainable, regular, and managed

### Guidance

Having well-established Inclusive Programmes within club activities that are sustainable and managed ensures that your club is providing participation opportunities for people with disabilities in your local community.

### Actions Required

- Establish an on-going inclusive programme within your club
- Ensure that your club's inclusive programme is supported by club coaches and volunteers
- Ensure that your Inclusive activities continue to be promoted within your community to attract new participants and volunteers

### Support (see appendix)

- Training & Resources
- TREE Model
- Inclusion Continuum
- NGB & LSP Support



### 3.2. Develop a Disability & Inclusion resource folder to include inclusive activities, resources and factsheets to support coaches and volunteers in delivering inclusive activities

#### Guidance

Providing support resources and information for your club's volunteers and coaches will support learning and development to appropriately support people with disabilities in your club.

#### Actions Required

- Collate relevant resources and factsheets to support your club coaches and volunteers
- Share resource folder with your coaches and volunteers
- Regularly update your resource with latest information as appropriate

#### Support (see appendix)

- Cara Resources
- LSP Resources
- NGB Resources
- Disability NGB Resources

### 3.3. Provide information to athletes, coaches and volunteers within your club with a disability on potential performance pathways and classification within your sport

#### Guidance

Providing appropriate information to your club members on the pathway opportunities and classification in your sport is important to ensure that athletes and coaches are informed of opportunities to progress into performance sport if appropriate.

#### Actions Required

- Link with your NGB to inform your club of potential pathway opportunities
- Share appropriate pathway information with your members

#### Support (see appendix)

- NGB Pathway Information
- Disability NGB & Pathway & Classification Information
- Paralympics Ireland Pathway & Classification Information

## 4. Facilities

### 4.1. Evaluate the actions required to be completed following on from the accessibility audit to ensure that your facilities are fully accessible to people with disabilities

#### Guidance

Create a checklist of equipment currently within your club will provide you with an idea on the type and quality of equipment and therefore the type of activities you will be able to facilitate, while also providing you with information on potential new equipment required.

#### Actions Required

- Complete actions identified through the accessible facility guidelines

#### Support (see appendix)

- Club Equipment Checklist Template
- Accessible Facility Guidelines

## 5. Promotion

### 5.1. Consider nominating club coaches, volunteers, athletes, parents for local, regional and national awards to recognise their contribution to Inclusive Sport

#### Guidance

Recognising the impact of club volunteers, coaches, and athletes through local, regional and national awards is important to recognise the impact they provide in sustaining an inclusive environment in your club.

#### Actions Required

- Link in with your NGB, LSP and National Governing Bodies to become aware of award opportunities
- Complete and submit application packs for suitable awards
- Celebrate and promote your members award nominations and achievements

#### Support (see appendix)

- National, regional and local award options
- In in too stories

### 5.2. Highlight and celebrate key events that promote disability and inclusion e.g., international day for people with disabilities

#### Guidance

Linking club events, campaigns and activities into key events that positively promote and celebrate disability and inclusion will provide your club with a platform to highlight the inclusive nature of your club activities.

#### Actions Required

Develop a club event calendar with key dates listed

#### Support (see appendix)

- Club Events Calendar
- Sample list of key national and international events



### Resource Links

- **Sport Inclusion Disability Charter Information**  
<https://caracentre.ie/sport-inclusion-disability-charter/>
- **A Guide to Developing a Disability Inclusion Policy**  
<https://caracentre.ie/resources/disability-awareness/>
- **Cara Training & Education Information**  
<https://caracentre.ie/training/>
- **Cara Inclusive Communications & Promotion**  
<https://caracentre.ie/resources/communications/>
- **TREE Model**  
<https://caracentre.ie/resources/disability-awareness/>
- **Inclusion Continuum**  
<https://caracentre.ie/resources/disability-awareness/>
- **Accessibility Guidelines for Centres/Clubs**  
<https://caracentre.ie/resources/fitness-leisure/>
- **Disability Factsheets**  
<https://caracentre.ie/resources/disability-awareness/>
- **Accessibility in the Great Outdoors Guidelines**  
<https://caracentre.ie/resources/outdoors/>

Following the implementation of this toolkit, clubs can submit an application for consideration to the **Cara National Inclusion Awards**. This will provide clubs the opportunity to show the impact of inclusive practice within their club at all levels and is an ideal way of highlighting the impact of the work sports clubs are having on people with disabilities in your community.

For more information please visit: <https://caracentre.ie/>

## Useful Contacts

- **Local Sports Partnerships**  
<https://www.sportireland.ie/participation/lsp-contact-finder>
- **National Governing Bodies**  
<https://www.sportireland.ie/national-governing-bodies/ngb-contact-finder>
- **National Disability Sport Organisations**  
<https://www.sportireland.ie/national-governing-bodies/ngb-contact-finder>
- **Cara Sport Inclusion Ireland**  
<https://caracentre.ie/>
- **Sport Ireland**  
<https://www.sportireland.ie/>

## Templates & Documents

Cara Sport Inclusion Ireland has developed a suite of templates and sample documents to use as guides when developing your clubs documentation and records. These can be found at the link below.

- Coaches & Volunteers Training Record Template
- Facility List Template
- Club Equipment Checklist Template
- Cub Action Plan Template
- Role description for Club Chairperson
- Role description for Club Secretary
- Role description for Club Treasurer
- Role description for Club Disability Inclusion Officer
- Sample Club Registration Template
- Sample Club Easy Read Registration Template
- Club Welcome Pack Guidance Document
- Setting up a Club Constitution & Committee Guidance Document
- List of key National & International Disability Events

- **Xcessible Club Templates & Documents**  
<https://caracentre.ie/resources/xcessible-club/>



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