

Archery Victoria Form			
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Gender Equity Self-Assessment Tool

Instructions

This Gender Equity Self-Assessment Tool has been developed to help clubs understand their current position and identify practical steps to improve gender equity and inclusion.

No matter where your club is on its gender equity journey, we encourage you to take the first step by completing this assessment. It will help highlight your club's current strengths, identify areas for improvement, and guide you toward creating a more inclusive environment across all aspects of club life. The tool should ideally be completed by the entire committee to ensure the information is accurate and that a wide range of perspectives are considered.

This Gender Equity Assessment Tool has been developed to help clubs reflect on their current practices and identify opportunities to create more inclusive and equitable environments. Each section includes questions to help determine your club's strengths and areas for improvement, along with ideas for next steps.

There are six sections in this assessment tool, each designed to capture a key aspect of your archery club environment. To be a truly welcoming and inclusive club, it's important to create positive change across all areas of club operations. Taking a whole-club approach ensures that everyone connected to the club, including members, volunteers, committee members, officials, families, and the wider community, benefits from an inclusive culture.

The six areas covered in this tool are:

1. **Club Information**
2. **Leadership**
3. **Club Culture**
4. **Membership and Engagement**
5. **Volunteers**
6. **Facilities**

Scale

This self-assessment tool includes a series of statements under each key area that reflect practices supporting gender equity. You are asked to respond to each statement using the following scale:

Rating	Description
0	Never
1	Rarely
2	Occasionally
3	Frequently
4	Always

As you complete the assessment, select the rating that best represents your club's current practice and consider the evidence that supports your response. If different committee members provide varying ratings, use this as an opportunity for discussion and to develop a shared understanding of your club's current position.

1. CLUB INFORMATION

This section is for your club to record the number and gender breakdown of athletes, volunteers and staff in key club roles. This information will provide a baseline to help identify where women, men and other genders currently participate within your club and highlight potential areas for improvement.

If a section is not relevant to your club, write N/A (not applicable) in the relevant square. A space is also provided to include any additional roles.

Complete all sections to ensure accurate information is recorded.

Club Name					
Year		Number of People Involved			
Indicator		Women/Girls	Men/Boys	Gender Diverse	Prefer Not to Say
Junior Member <18					
Senior Member 18+					
Committee Members					
Coaches					
Judges					
Volunteers					
Others (please specify)					

2. LEADERSHIP

For a sporting organisation to be welcoming and inclusive, it is essential that its leaders are committed to driving change.

Achieving gender balance in leadership roles ensures that the perspectives and experiences of all members are represented, leading to more inclusive planning and decision-making.

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Our club strives for and has a written commitment to gender balance in our leadership positions.					
Our club ensures women are actively involved or have their voices heard in all planning and decision making. (e.g. are on the committee, or have feedback process, etc.)					
Our club provides a developmental pathway or strategy for women leadership opportunities i.e. or plan to recruit, retain and train women for leadership roles such as coaches, judges, administrators, volunteers and committee or sub-committee roles.					
Our club leadership leads by example and has the courage to call out antisocial behaviour. (E.g. Bystander training for all leaders).					
				Total	/16

3. CLUB CULTURE

Through well-designed policies, procedures, and practices, sporting clubs can address barriers that may limit participation for all genders. Fostering a positive club culture—where everyone feels respected, valued, and included—can attract more women, girls, and other genders, ultimately leading to stronger and more diverse club membership.

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Our club has a member protection policy that covers gender, sexuality, race, ethnicity, disability cultural background, religion and age. It is promoted and communicated to all members.					
Our club has a formal feedback process for any considerations or complaints that we encourage members to use. We commit to act and respond to feedback accordingly. We abide by the terms of our Constitution in this regard.					
All club events (social, official etc.) are family friendly, accessible and inclusive of all.					
Our club celebrates all genders at all levels of the club including players and those behind the scenes.					
Our club uses images that reflect our broad membership, including women, people of all genders, diverse cultures, people with a disability and/or people who belong to Aboriginal and/or Torres Strait Islander communities E.g. club newsletter, websites, photos around the club rooms.					
Female role models (e.g. sportswomen, coaches, etc.) are considered and invited as special guests when running events for our members.					

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Simplifying language when sending messages to members is considered to allow understanding across cultures and ages (including children).					
Our club is continually and actively working to improve its culture to be a welcoming place for all genders.					
				Total	/32

4. MEMBERSHIP & ENGAGEMENT

Research indicates that the motivators and enablers for women and girls participating in sport differ from those of men and boys. For women and girls, factors such as friendship, social interaction, and a sense of safety and belonging are strong drivers of participation. It is important to assess whether your club's membership reflects the diversity of your community. To increase membership and engagement, consider the strategies outlined below:

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Our club has targeted strategies to recruit women and girls to our activities. E.g. reaching out to schools, community groups, 'bring your friend/sister' Day, word of mouth etc.					
Our club provides development pathways for women and girls in sport.					
Our club provides a range of non-traditional sporting activities, including modified sports, social, introductory and non-competitive opportunities for new or returning participants.					
Our club provides a range of social sporting options that considers the following groups: • Older participants • People with disability • People from CALD background • People who identify as Aboriginal & or Torres Strait Islander • People who identify as LGBTIQ+ or non-binary					
Our club addresses barriers to access for members e.g. finances, uniforms and equipment.					
Our club has strategies to accommodate parental caring responsibilities. E.g. flexible times for practice and training sessions.					
Our club has a person responsible for welcoming and ensuring all new members are provided with accessible membership and club information.					
				Total	/28

5. VOLUNTEERS

Having more women, girls, and people from diverse backgrounds involved in our archery club is valuable, as it brings a range of skills and expertise to volunteering. When assigning club roles, it is important to choose individuals based on their skills and interests rather than making assumptions based on gender. Archery clubs also offer excellent opportunities for members to learn and develop new skills by taking on different roles within the club.

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Our club aims to increase the gender balance in all club roles and ensures that the allocation of volunteer positions doesn't reinforce gender stereotypes e.g. only women are in the canteen.					
Our club provides position descriptions, so every member understands the responsibilities of each club role.					
Our club actively encourages and taps women on the shoulder to participate and be involved in volunteer roles.					
Our club provides equal amounts of training, development and mentoring for both Female and male volunteers.					
				Total	/16

6. FACILITIES

Given the many benefits archery clubs offer—social, physical, and mental well-being—it is important to ensure these facilities are accessible and safe for everyone. A sporting facility can either encourage or limit the involvement of people of diverse genders depending on how inclusive it is. Ensuring that all members feel safe and welcome in every area of your archery club is essential.

While updating facilities and pavilions is one important step, there are also other actions a club can take to make the facility more inclusive and provide equitable access to all members of the community.

Statement	Never (0)	Rarely (1)	Occasionally (2)	Frequently (3)	Always (4)
Our facility has separate (or allocated) toilet facilities that are clearly and appropriately labelled for both female and also gender diverse athletes, judges and coaches.					
Our club has a policy that states; individuals are able to use the gendered facilities consistent with their preferred gender identity.					
Our car park has designated disabled parking, or parking for people with prams/young children.					
Our club ensures that accessible pathways, ramps and doorways are clear at all times.					
To ensure feelings of safety, all our facility lights are currently working and are appropriately used until all club activities are finished, including carparks.					
Our club ensures equal and fair allocation of facilities for women and girls when scheduling events and training sessions and times.					
Our toilets are clean and tidy, and sanitary bins are available.					
Our facility ensures adequate baby changing and feeding areas that both men and women can access.					
				Total	/32

7. SCORE TALLY

Record your score for each area and tally your total.

Completing this assessment each year will help your club celebrate progress, identify opportunities, and keep moving toward a more inclusive and thriving environment.

Area	Score
2. Leadership	
3. Club Culture	
4. Membership and Engagement	
5. Volunteers	
6. Facilities	
Total	/124

8. SCORES EXPLAINED

★☆☆☆☆	0 - 40	Start of the journey
★★☆☆☆	41 - 70	Room for improvement
★★★☆☆	71 - 90	Keep up the good work
★★★★☆	91 - 105	Doing great you're almost there
★★★★★	106 - 124	You're Awesome. Five Star Gender Equity Club