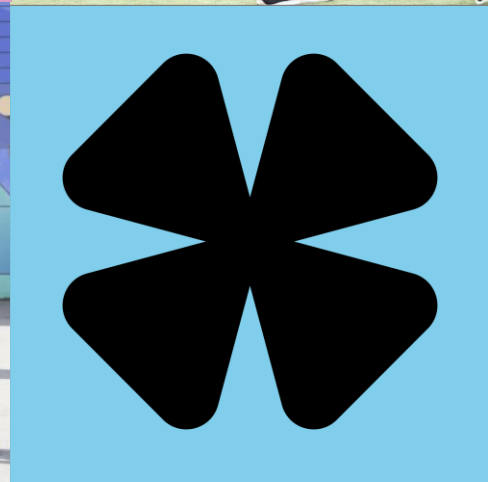
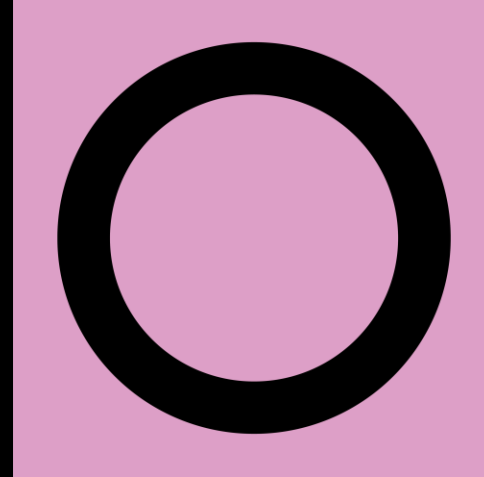
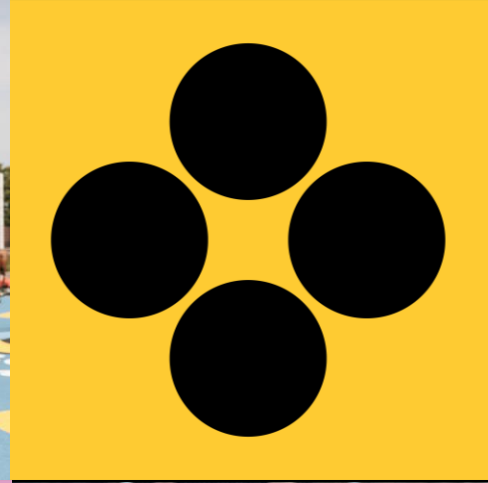


Club Inclusion Tool Guide



What is the Club Inclusion Tool?

What is the Club Inclusion Tool

- The Club Inclusion tool is a data tool that helps clubs report and understand their progress towards removing barriers to inclusion in community sport.
- It captures a snapshot of who regularly attends sessions held in your club in a typical week.
- It does not collect personal information about the participants.
- We are asking you to provide an estimated or actual (if you already collect this) headcount on gender, ethnicity, and disability for one session.



Why should clubs use the tool?

Why was the tool developed?

The tool was developed for two reasons:

1. Access Sport wanted to provide a free to use tool which helps clubs to understand and report their diversity data
2. This data will help Access Sport to measure how their support helps clubs remove barriers to inclusion and reach a more diverse audience.



Why should clubs use the tool?

The Club Inclusion tool can provide useful data to understand your club's membership and the reach of your work.

This can help your club evidence the 'who' your club reaches to a range of stakeholders including for funders.

The tool is also designed to make ongoing monitoring as simple as possible.



How does it work?

How does the tool work?

The club inclusion tool collects data through a simple online form that takes 10 minutes to complete.

We ask clubs to provide an estimate or actual - if you already collect this, of participant numbers for one week's worth of activity.

Tip: If you are providing estimated numbers, where possible, try to use information available to you to provide your estimates. For example, this might be a register from a session or an account from a coach/volunteer that ran the session.

The tool intentionally asks for basic top line information.

The data will then be shared back to clubs as a data visualisation – see link [here](#).

The data will allow you to view data for your own club and compare this to local census data.

What data is collected?

Club information	<ul style="list-style-type: none">• Club name, name of person completing the form• Club postcode• Checkbox to consent to data being shared• Name of person completing the form.
Participant numbers	<ul style="list-style-type: none">• Average amount of participants that attend your club• Number of participants that attended your session in one week.
Gender	<ul style="list-style-type: none">• Gender of these participants (male, female, identify differently to male/female this may include people who are transgender, non-binary, and intersex.)
Ethnicity	<ul style="list-style-type: none">• Ethnicity of these participants (White; Black, Asian and Minority Ethnic; and other).
Disability	<ul style="list-style-type: none">• Number of participants with impairment or long-term health condition of these participants .

How often should I submit data?

How often should your club submit data?

The tool works best when data is input at regular intervals. We currently ask for data to be entered via the survey once every quarter. That's:

Quarter 1: April to June

Quarter 2: July to September

Quarter 3: October to December

Quarter 4: January to March

These quarterly inputs give a snapshot every 3 months, and as more data is added, the tool will also illustrate changes over time.



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