

**[Club Name] Gender Equity Policy**

**Implementation and Communication Plan**

***IMPORTANT:*** *This is a template to assist with the implementation and communication of the new gender equity policy and strategy documents at [CLUB NAME]. Clubs may choose to use all, some or none of the suggested steps in this template.*

Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Document Approval

|  |  |
| --- | --- |
|  |  |

**Supported by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Club official name / title)

**Approved by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Club official name / title)

1. Introduction

The purpose of this plan is to define the implementation and communication requirements for the new [Club Name] gender equity policy including how information about it will be communicated to stakeholders. It will serve as a guide for implementation and communication of the new gender equity policy and will be updated as needs change. This plan identifies and defines the roles of persons involved in implementation and communication.

1. Background

[CLUB NAME] is committed to creating a club culture and environment that fosters equality, safety, inclusion and is a welcoming place for all people, irrespective of their gender, race, religion, culture, sexual orientation or any kind of difference.

**Gender equity** is the process of being fair to women and men according to their respective needs. Gender equity recognizes that within all communities, women and men have different benefits, access to power, resources and responsibilities. To ensure fairness, strategies must often be available to enable women and men to operate on an equal playing field. Gender equity leads to gender equality, where there are equal rights, responsibilities and opportunities for women and men and girls and boys.

**Gender equality** is about women and men alike. Women may experience barriers to equal representation, it is often believed that leadership positions are too stressful for women. Equally, men who willingly assume stereotypically ‘feminine’ roles also come in for pressure to ‘man up’, suggesting that their masculinity is in question. The [CLUB NAME] gender equity policy and strategy is not about turning club stakeholders lives upside-down, it is about making our club an equal, safe, welcoming, and inclusive place for everyone.

1. Purpose

The purpose of the [CLUB NAME] Gender Equality Policy is to make a visible and enduring commitment to Gender Equity and Equality.

Equally, [CLUB NAME] is highlighting the continuing role that it plays to create safe and inclusive environments for everyone within our club and community.

This policy applies to:

All [CLUB NAME] Members, Directors, Staff and Volunteers

2. Stakeholder analysis

*This section identifies the key stakeholders in implementation. The original Policy Document on the policy should provide suitable material to be inserted here. Examples are provided as a guide.*

| **Stakeholder(s)** | **What do we need them to know?** | **What do they want to know?** |
| --- | --- | --- |
| *Club board and committees* | *How the policy will be implemented* | *Are the strategic objectives being achieved?* |
| *Club board and committees* | *Whether additional funding and/or resources are needed for implementation?* | *Will the policy have a budgetary or other resource impact?* |
| *Club employees* | *That their club will be subject to a new process.* | *What are the consequences for club operations?* |
| *Club members* | *That members are subject to new expectations.* | *How will this affect member expectations? How will members find out? How will this enhance their club experience?* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Roles and responsibilities

*You need to consider and be clear about roles so that you don't duplicate responsibilities, and so that everyone is clear about what's expected of them.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Name / position** |
| *Coordination* | *Overall coordination of the implementation and communication* |  |
| *Training* | *Delivering training/briefings to staff responsible for applying new process.* |  |
| *General communications* | *Preparing email announcements, newsletters, Facebook/Twitter posts, briefing sessions* |  |
| *Web communications* | *Preparing a website with relevant briefing material, flow charts, forms, FAQs, contacts* |  |
| *Enquiries* | *Responding to emails and telephone enquiries from stakeholders* |  |
|  |  |  |

2. Implementation and Communication Plan

*This is a high level schedule for implementation and communication activities.*

| **ID** | **Activity** | **Description** | **Responsible officer** | **Scheduled start** | **Scheduled Finish** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

2. Risk management

*Identify and assess the risks to the successful implementation and communication of this policy document, and then how those risk should be managed. In identifying risks, consider the general operational, reputational or other sensitivities (internally or externally to the Club) about this policy document that can/may be expected.*

| **No.** | **Risk** | **Risk sources and impacts** | **Current Risk Treatment Strategies (Existing Controls)** | **Current Risk**  **(Controls in place)** | **Accept risk?** | **Current Risk Treatment Strategies (Additional actions to modify the risk rating)** | **Target Risk**  **(after new risk treatments)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | ***Risk title***  *Risk description.* | **Sources:**   * *xxx*   **Impacts:**   * *xxx* | * *xx* * *xx* * *xx* | **Consequence:**  *Moderate*  **Likelihood:**  *Likely*  **Risk Rating:**  *Moderate* | *Yes or No* | *1.1 xxx*  *1.2 xxx*  *1.3 xxx* | **Consequence:**  *Moderate*  **Likelihood:**  *Unlikely*  **Risk Rating:**  *Low* |
| *2* | ***Risk title***  *Risk description.* | **Sources:**   * *xxx*   **Impacts:**   * *xxx* | * *xx* * *xx* * *xx* | **Consequence:**  *Moderate*  **Likelihood:**  *Likely*  **Risk Rating:**  *Moderate* | *Yes or No* | *1.1 xxx*  *1.2 xxx*  *1.3 xxx* | **Consequence:**  *Moderate*  **Likelihood:**  *Unlikely*  **Risk Rating:**  *Low* |