

FAIR ACCESS APPLICATION FORM – OVERVIEW

Thank you for your interest in providing sport and recreation opportunities in the City of Melbourne.

Our city is where people of all cultures, backgrounds, ages, genders, sexualities, beliefs, and abilities are welcomed, celebrated, and protected. As a result, our urban communities are fair, sustainable, safe, affordable, and inclusive, drawing people from around the world to visit, work and live. We are proud of the vibrancy this diversity brings to every aspect of city life.

(Inclusive Melbourne Strategy 2022-32)

The Fair Access Sport and Recreation Allocation and Use Policy

From 1 July 2024, all user groups wishing to use the City of Melbourne’s community sport and recreation facilities, on a recurring or ongoing basis, must comply with the Fair Access Sport and Recreation Allocation and Use Policy.

Fair Access in the City of Melbourne aims to improve opportunities for women, girls, and other underrepresented groups to participate in community sports and recreation activities.

The purpose of the policy is to:

- Establish a clear, consistent, transparent and equitable approach to allocating the City of Melbourne’s community sport and recreation infrastructure.
- Outline expectations for user groups regarding their role in improving gender-equitable access and use of the City of Melbourne’s community sport and recreation facilities.
- Establish criteria for prioritising the allocation of community sport and recreation facilities.

The policy outlines requirements for user groups, which include mandatory Eligibility Criteria and optional Fair Access Indicators. User groups need to provide information in relation to these criteria and indicators when making a recurring or ongoing booking application.

Fair Access Policy	Eligibility Criteria	Fair Access Indicators
Description	Key criteria that all user groups must comply with to be eligible for the use of facilities on a recurring or ongoing basis.	Indicators that show if user groups are taking progressive steps to achieve Fair Access and should receive priority access to facilities.
Mandatory	Yes	No, but strongly advised
Priority access	N/a	Yes
How the information is used	<ol style="list-style-type: none"> 1. The information will be reviewed to confirm eligibility 2. The information assists with identifying what support user groups may require 	<ol style="list-style-type: none"> 1. The information provided by user groups will be assessed. 2. User groups with higher assessment ratings against the indicators will be given priority access. 3. The information assists with identifying what support user groups may require

You can find out more about Fair Access and read the policy [here](#).

What you need to do

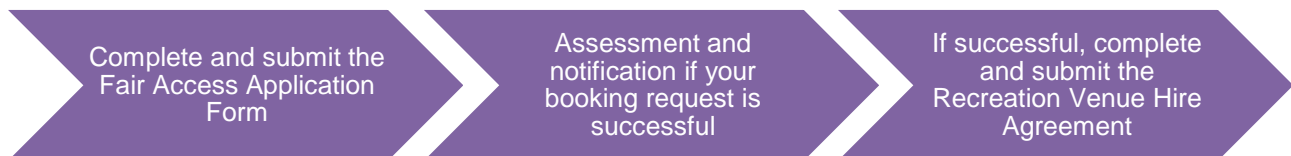
As part of your booking application, you **must complete Part 1 of this form**, which includes an annual Inclusion Self-Assessment.

In addition to completing Part 1, it is **strongly encouraged** that you provide evidence that you are taking steps to achieve Fair Access by **completing Part 2** of this form.

User groups who complete Part 2 and receive higher ratings against the indicators will be given priority access to community sport and recreation facilities.

Application process

The steps of the application process are listed below. The process will be overseen by the The Young Mens Christian Association of Victoria Inc in partnership with the City Of Melbourne. The Young Mens Christian Association of Victoria Inc. (ABN 81 174 456 784) **(The Y)** manage a range of recreation facilities on behalf of the City of Melbourne. All forms for booking these facilities should be submitted to The Y at kcarcenquiries@ymca.org.au.



How to get support

We want all user groups who use our facilities to thrive and actively contribute to a culture of safety and respect.

We understand that user groups may have questions or require additional support to meet these new requirements. Our staff are able to assist if you require support and can be contacted by emailing kcarcenquiries@ymca.org.au.

FAIR ACCESS APPLICATION FORM

Applicant details	
Organisation / group name	
Contact name	
Position	
Email	
Mobile number	

Booking details	
Venue	
Sport / Activity	

Acknowledgement	
On behalf of my organisation / group: <ul style="list-style-type: none"> I hereby declare that all information provided is true and correct. I acknowledge that providing inaccurate information may provide grounds to revoke my organisation's / group's access to community sport and recreation facilities I consent to the use and disclosure of the information provided on this form in accordance with the Collection Statement 	
Full name	
Date	
Signature	

Collection statement

The Young Mens Christian Association of Victoria Inc. is committed to protecting your privacy. The Y and its related entities are collecting the personal information that you disclose on this form to assess and process your application to use the City of Melbourne's community sport and recreation facilities. We may also need to share a copy of your application with the City of Melbourne (Council). The personal information that you have provided in your application will not be disclosed to any other external party without your consent, unless required or authorised by law. The information that you provide on this form is being collected by The Y and Council for the primary purpose of determining your eligibility and priority access to community sport and recreation facilities, to help identify the training and support required to increase the diversity of participation in the City of Melbourne, to evaluate and report on Fair Access in the City of Melbourne, and for any other purpose directly related to inclusion and your use of City of Melbourne sport and recreation facilities. Failure to provide the information requested in Part 1 means your community sport and recreation application cannot be processed. The Y's privacy policy (available at [The Y Victoria Privacy Policy](#)) states how you can seek to access or correct any personal information The Y collects and holds about you, how to complain about a privacy breach and how The Y will deal with a privacy complaint. The Y's Privacy Officer can be contacted at Vicoffice.Reception@ymca.org.au.

PART 1 (Mandatory)

The [Fair Access Policy](#) includes nine 'essential criteria' (page 12) that apply to all users of the City of Melbourne's community sport and recreation facilities. The following two sections include six of these essential criteria. The remaining three criteria relate to the adherence to terms and conditions, policies and child safety requirements, which are covered in the Venue Hire Agreement.

A – Eligibility Criteria

Commit to the Fair Access Guiding Principles and Objectives	
Overview	The Fair Access Policy includes guiding principles and objectives (page 8). Together these will help support a culture of inclusion, care and respect at the community sport and recreation facilities and improve participation opportunities for women and girls.
Action	<ul style="list-style-type: none"> Our organisation / group commits to support and work with the City of Melbourne and others to achieve the Fair Access guiding principles and objectives at community sport and recreation facilities.
Adhere to the Victorian Government's Fair Play Code	
Overview	The Victorian Government's Fair Play Code outlines the expected standards of behaviour to enable all Victorians to be involved in safe, welcoming and inclusive sport and active recreation.
Action	<ul style="list-style-type: none"> Our organisation / group commits to actively promote, adhere to and enforce the Fair Play Code.
Demonstrate connection of participants to the City of Melbourne	
Overview	The City of Melbourne municipality includes various neighbourhoods that people from many cultures call home - Carlton, Parkville, East Melbourne, West Melbourne, North Melbourne, Kensington Docklands, South Yarra, Southbank and the CBD Hoddle Grid. All of these neighbourhoods have their own needs, services and priorities (find out more about our Neighbourhoods).
Action	In your own words, please tell us how your organisation / group and participants are connected to the City of Melbourne?

Affiliation with a State Sporting Association (SSA) or National Sporting body, if applicable	
Overview	State Sporting Associations and National Sporting bodies provide support and governance that strengthens sport and recreation organisations.
Action	<ul style="list-style-type: none"> ○ Yes, our organisation / group is affiliated with the following SSA or National sporting body _____ ○ No, our organisation / group is not affiliated with a SSA or National Sporting body as this is not applicable to our activity.

Provide facility usage data i.e. participation information, program details and any other supporting documents as requested.	
Overview	Usage information is collected to understand the number and diversity of users of community sport and recreation facilities, which assists with planning and provisioning of facilities, programs and services for our community.
Action	Please complete the following two tables about your participants and the required booking times for each team, group or activity.

Table 1 - Instructions

- Please list each of the individual teams, groups or activities for whom you would like to book the facility in the below table and record the requested participant information.
- If the exact number of participants is not known, or if this varies per session, then please record your best estimate.
- If participants fall into different 'Age Category' brackets, then please select the bracket that applies to the majority of the participants.

Team / group / activity name	Age category (please select for the majority of participants)	Demographics				
		Number of participants per team			Additional participants information (if known; subset of the 'Number of participants per team')	
		Male	Female	Self-Described	Aboriginal or Torres Strait islander	Participants with a disability
<i>E.g. Thunderbirds 1</i>	<i>Young adults</i>	<i>n/a</i>	<i>18</i>	<i>n/a</i>	<i>1</i>	<i>n/a</i>

Comments	
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Table 2 - Instructions

- Please list each of the days and times that you would like to book the facility and include which team, group or activity would be using the facility during the requested times.
- The number of participants for each of your teams, groups or activities can be different from what was recorded in Table 1.
- Please record in the 'School holidays' column if the booking is required on Victorian holiday dates or not.
- The days and times recorded in the table indicate your preferred access, however it is not guaranteed that the requested access will be made available.

Hired Area	Day and time required			Dates required			Participants	
	Day of week	Start time (AM/PM)	Finish time (AM/PM)	Start date	End date	Required during school holidays	Team / group / activity name	Number of participants
Stadium, Court 1	Monday	7:00pm	8:00pm	00/00/0000	00/00/0000	Yes	Thunderbirds 1	18

Comments	
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B – Eligibility Criteria – Annual Inclusion Self-Assessment

Complete and submit an annual inclusion self-assessment	
Overview	<p>A multiple-choice inclusion self-assessment has been developed to understand the strengths and growth areas of community sport and recreation organisations / groups.</p> <p>The self-assessment is not rated and we encourage organisations to provide genuine responses. The information provided will help identify the training and support required to increase the diversity of participation in the City of Melbourne.</p> <p>We recommend that you complete the self-assessment together with your leadership, staff or volunteers. The questions may also provide you with ideas about how your organisation / group can become more inclusive and welcoming for all.</p>
Action	Please complete the following self-assessment by selecting one answer per question.

DIVERSITY AND INCLUSION	
The following questions are about the diversity and inclusion at your organisation / group.	
1	<p>Our organisation / group is open to all people regardless of culture, background, age, gender, sexuality, beliefs and ability.</p> <ul style="list-style-type: none"> <input type="radio"/> Participation is not open to all <input type="radio"/> Everyone is welcome to join, but this is currently not reflected in our participation <input type="radio"/> Everyone is welcome to join and this is reflected in our participation
2	<p>The culture, background, age, gender, sexuality, beliefs and ability of our participants is representative of the broader community.</p> <ul style="list-style-type: none"> <input type="radio"/> Not representative <input type="radio"/> Somewhat representative <input type="radio"/> Accurate representation
3	<p>Everyone is treated equally and with respect, regardless of culture, background, age, gender, sexuality, beliefs and ability.</p> <ul style="list-style-type: none"> <input type="radio"/> Not true of our organisation / group <input type="radio"/> Somewhat true of our organisation / group <input type="radio"/> Very true of our organisation / group
4	<p>Our organisation / group has a person responsible for welcoming all new participants and to make sure they are provided with accessible information and support as required.</p> <ul style="list-style-type: none"> <input type="radio"/> No support available <input type="radio"/> Support available if requested, but not formally communicated to participants <input type="radio"/> Support available and is communicated to all participants
5	<p>Our organisation / group has an inclusion policy or strategy in place, which is effectively communicated to all participants.</p> <ul style="list-style-type: none"> <input type="radio"/> No policy or strategy is in place <input type="radio"/> A policy or strategy is in place, but not communicated to participants <input type="radio"/> A policy or strategy is in place and is communicated to participants

ACTIVITIES	
The following questions are about what types of activities, programs and participation opportunities your organisation / group offers.	
6	<p>Our organisation / group offers activities that can be adapted or modified to suit diverse needs (e.g. the organisation / group is flexible about use of modified uniforms, equipment and rules).</p> <ul style="list-style-type: none"> <input type="radio"/> Activities are not modified to suit different needs <input type="radio"/> Activities are sometimes modified to suit different needs <input type="radio"/> Activities are fully flexible and wherever possible are modified to meet individual needs.
7	<p>Our organisation / group facilitates activities, programs or events that encourage new people to join in order to increase the diversity of our organisation / group.</p> <ul style="list-style-type: none"> <input type="radio"/> We do not facilitate any activities, programs or events to encourage new people to join our organisation / group <input type="radio"/> We do facilitate activities, programs or events that meet the community's needs and recognises its diversity (e.g. targeting women and girls, Aboriginal peoples, multicultural communities, people with a disability, and LGBTIQA+ and gender diverse communities) <input type="radio"/> We do facilitate activities, programs or events that meet the community's needs and recognises its diversity. In addition, participants are encouraged and supported to participate in the standard activities at the organisation / group where appropriate
8	<p>Our organisation / group has strategies in place to ensure affordability is not a barrier to participation (e.g. Get Active Kids registered, offer flexible payment options)</p> <ul style="list-style-type: none"> <input type="radio"/> Not true of our organisation / group <input type="radio"/> Somewhat true of our organisation / group <input type="radio"/> Very true of our organisation / group
9	<p>Our organisation / group has strategies in place to ensure transport to the activity is not a barrier for participants (e.g. training/games accessible by public transport, carpooling arrangements available and communicated, partnerships with relevant services that can provide transport).</p> <ul style="list-style-type: none"> <input type="radio"/> Not true of our organisation / group <input type="radio"/> Somewhat true of our organisation / group <input type="radio"/> Very true of our organisation / group

LEADERSHIP	
This section is about the people who lead, work and volunteer at your organisation / group. This may include coaches, activity facilitators, or committee members.	
10	<p>Our staff and volunteers are diverse and representative of the broader community.</p> <ul style="list-style-type: none"> <input type="radio"/> Not true of our organisation / group <input type="radio"/> Somewhat true of our organisation / group <input type="radio"/> Very true of our organisation / group
11	<p>Non-playing roles within the organisation / group are made available and promoted to all participants e.g. committee/leadership, volunteer roles.</p> <ul style="list-style-type: none"> <input type="radio"/> Not true of our organisation / group <input type="radio"/> Somewhat true of our organisation / group <input type="radio"/> Very true of our organisation / group

12	<p>Our staff and volunteers understand the benefits of being inclusive and communicate this to all participants.</p> <ul style="list-style-type: none"> ○ Not true of our organisation / group ○ Somewhat true of our organisation / group ○ Very true of our organisation / group
13	<p>Our staff and volunteers are supported with appropriate inclusion training e.g. disability or cultural awareness training.</p> <ul style="list-style-type: none"> ○ This sort of training is not available to our staff and volunteers ○ This training is sometimes available to our staff and volunteers ○ This training is made available to all our staff and volunteers

COMMUNICATION AND PROMOTION

This section is about how you work with other organisations / groups and promote opportunities to encourage participation by underrepresented cohorts (e.g. women and girls, Aboriginal peoples, multicultural communities, people with a disability, and LGBTIQ+ and gender diverse communities).

14	<p>Our organisation / group is working with others to actively encourage people from underrepresented cohorts to be part of our organisation / groups.</p> <ul style="list-style-type: none"> ○ We are not working in partnership with any other organisations / groups ○ We have begun conversations, but have not implemented any strategies ○ We are working in partnership and have implemented strategies
15	<p>Our organisation / group invites people from underrepresented cohorts to join through promotional activities or materials.</p> <ul style="list-style-type: none"> ○ We do not specifically invite people of different cultures, backgrounds, ages, genders, sexualities, beliefs and abilities to join ○ We promote information through diverse networks and we invite people of different cultures, backgrounds, ages, genders, sexualities, beliefs and abilities to join ○ We work in partnership with other organisations / groups to ensure our information is effectively promoted to people of different cultures, backgrounds, ages, genders, sexualities, beliefs and abilities, including an appropriate invitation to join
16	<p>Promotional material clearly demonstrates that participation is open to all people of different cultures, backgrounds, ages, genders, sexualities, beliefs and abilities.</p> <ul style="list-style-type: none"> ○ Not true of our organisation / group ○ Somewhat true of our organisation / group ○ Very true of our organisation / group
17	<p>Our participants are able to provide feedback to the organisation / group.</p> <ul style="list-style-type: none"> ○ No opportunity for participants to provide feedback ○ Some opportunity for participants to provide feedback, however not widely promoted and/or informal ○ Formal opportunities for participants to provide feedback and this is widely promoted. Feedback is implemented where possible.

PART 2 (Recommended)

The [Fair Access Policy](#) includes six Fair Access Indicators (page 13) that are listed below. These indicators provide an opportunity for organisations / groups to share what they currently do well and the steps they are taking to contribute to safe and welcoming sport and recreation.

Although not mandatory, it is strongly advised that organisations / groups answer the below questions. The answers provided in this section will be assessed against listed weight ratings and organisations / groups with higher assessment scores will be given priority access.

You are welcome to attach copies of policies, schedules or training certificates when submitting this form to support your responses.

Fair Access Indicators

Membership and team composition demonstrate gender equity and Fair Access participation pathways		20%
Overview	Women, girls and underrepresented groups engage better with sport and recreation activities when they see people like them participating and have a range of participation pathways (e.g. junior or senior, all gender or mixed, women only, all abilities).	
No action	Your organisation / group has provided participation information and available pathways in the booking application form, which will be assessed as part of this criteria.	

Evidence of undertaking modified programs or activities encouraging participation by women and girls and underrepresented groups		15%
Overview	Modified programs and activities enable women, girls and other underrepresented groups to be more involved in sport and recreation e.g. non-competitive, accessible, developmental, social or family-friendly activities or initiatives.	
Action	Please describe the types of modified programs or activities that your organisation / group offers, which encourage the participation of women, girls and underrepresented cohorts.	

Ability to demonstrate diversity and equity in leadership positions, including board or committee members and coaching and support staff		15%			
Overview	Sport and recreation organisations / groups thrive when their leadership and support roles are made up of people with diverse lived experience and are reflective of their local community.				
Action	Please record the current number of people in each category in your organisation / group.				
		Male	Female	Self-described	
	Committee / Leadership / Management				
	Coaches / Instructors / Officials				
	Support				
	Please record the current number of people in each category in your organisation / group (if known).				
		LGBTQIA+	Multicultural communities	Aboriginal and Torres Strait Islander peoples	People with a disability
	Committee / Leadership / Management / Organisers				
	Coaches / Instructors / Officials				
	Support				

Ability to provide evidence of completed training and education in diversity, equity and inclusion in community sport and recreation		15%	
Overview	Organisations / groups that complete training and education in diversity, equity and inclusion and are better able to attract new communities and retain participants.		
Action	Please outline what training and education your organisation / group has undertaken in the area of diversity, equity and inclusion (<i>evidence may be requested</i>).		

Proof of equitable scheduling for all users, with women and girls and underrepresented groups allocated favourable times		15%
Overview	Women, girls and underrepresented groups have better participation outcomes when they have access to facilities at times and locations that best suit them.	
Action	Please tell us how your organisation / group adopts equitable scheduling practices, and/or allocates women, girls and underrepresented groups at favourable times (<i>evidence may be requested</i>).	

Current inclusion action plan (20%)		20%
Overview	Organisations / groups with an inclusion action plan can demonstrate how they intend to progress gender equity and inclusion for women, girls and other underrepresented cohorts. Not every organisation / group will have an inclusion action plan yet.	
Action	<ul style="list-style-type: none"> ○ Yes, my organisation / group has a current inclusion action plan, which will be submitted with this form ○ No, my organisation / group does not (yet) have an inclusion action plan 	

Guidance – How to develop an Inclusion Action Plan

If your organisation / group hasn't had an opportunity to develop an inclusion action plan, then you may wish to prepare one by using the below template combined with your responses to the self-assessment (part 1B).

An inclusion action plan outlines the specific steps that your organisation / group intends to take to become more inclusive. This plan could become more detailed over time as your organisation / group increases its knowledge about inclusion and identifies what works well and what doesn't. Actions in the plan could either be short term or long-term, however it is important that these are specific, measurable, achievable, realistic and timely (SMART) to ensure that these are as effective as possible.

The template below may be used, in combination with your responses to the self-assessment, if your organisation / group has not previously developed an inclusion action plan.

Issues	Actions	Deadline	Responsibility
<i>e.g. our staff and volunteers are not supported with appropriate inclusion training (Q12 self-assessment)</i>	<i>e.g. provide an inclusion training program for all volunteers and staff.</i>	<i>e.g. xx / xx / xxxx (next 6 months)</i>	<i>e.g. dedicated committee members, specific key staff</i>