

# Action Plan Template

## Equitable Access and Usage for Community Sport Infrastructure

The Action Plan template has been developed as a guide for applicants applying for funding under the Level the Playing Field Program. The Action Plan should include what initiatives/actions will be undertaken, by who and by when, what resources will be needed and who needs to be consulted and involved and how success will be measured.

This Action Plan should:

- be aligned to the Equitable Access and Usage Policy and Principles and address the aims of the Level the Playing Field Program.
- demonstrate how councils/sporting organisations will effectively drive gender equitable access and use of community sports infrastructure.
- identify key actions/initiatives that address the local needs of the community and improve sport participation outcomes for women and girls.

	Key Actions	Resources	Stakeholders	Who	When	Progress	Update	Measure and Monitor
	What are we going to do?	What do we need to make it happen?	Who else will be involved?	Who is responsible for this task?	What is the expected completion date?	How are we going with this task?	Where are we up to?	How will we measure and monitor the success?
1.	Create the framework to address barriers experienced by women and girl accessing our sport and facilities.	Initial consultation of the women and girls within our club	Commodore and Executive Committee Women and girls MPASC members. Junior Committee	Grants coordinator Training and Membership Retention Manager	January 2024	Raised at Committee meeting in November and to be updated in Dec meeting	Draft initiated	Progress of Action plan supporting policy
2.	Utilise framework to develop guidelines supporting Equitable Access Principals	Workshop policy and principals suitable for MPASC and our facility	Commodore and Executive Committee Women and girls MPASC members. Junior Committee	Grants coordinator Training and Membership Retention Manager	February 2024			Progress of Action plan supporting policy

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3. Develop guidelines and principals for draft policy.	Present draft policy to committee meeting for feedback and approvals	Commodore and Executive Committee Women and girls MPASC members. Junior Committee	Grants coordinator Training and Membership Retention Manager	March 2024			Address changes required, prepare final draft for next meeting
4. Complete Equitable Access and Usage Policy	Approval from committee and Commodore	Commodore and Executive Committee Women and girls MPASC members. Junior Committee	Grants coordinator Training and Membership Retention Manager	April 2024			Final approvals received
5. Submit Equitable Access and Usage Policy to NSW Office of Sport – Level the Playing Field Program	Submit policy	Grants Coordinator	NIL	May 2024			Policy submitted

Action plan approval: Commodore MPASC

MPASC Commodore signature:  
Date: 28/11/2023

