

MAKE YOUR SPORTING EVENT AN EXPERIENCE FOR ALL!

A Guideline

There is no such thing as THE inclusive sporting event. But consciously focusing on inclusion opens up access to sporting events for more people. Every step towards inclusion is therefore a step in the right direction. This guide is intended to help you take one or two steps in this direction and organise an event that is as inclusive as possible. www.inis-sport.eu



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ABOUT INIS

INCLUSION IS ATTAINED WHEN EVERYONE IS ALLOWED TO PARTICIPATE!

*„People with different motivations, performance requirements and life situations come together [in sport and physical activity] and many different needs are given space.“
(from the INIS survey 2022)*

The INIS project has taken a closer look at the issue of inclusion at sporting events. With the exception of the well-known - but relatively small - professional sporting events, the majority of sporting events are “sports for all”. This terminology is very well chosen - but are these sporting events really “for all”? How can sporting events be made more inclusive? INIS has taken a closer look at inclusion measures for people with disabilities. Because inclusion has a positive impact on a wide range of groups of people!

EVERY ATTEMPT IS A STEP IN THE RIGHT DIRECTION!

With this guide, we wish you every success in implementing your inclusive sporting event! The importance is not being allowed to participate, but creating the frame-work so that everyone really can participate! Let's go!



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YOUR PROJECT START

1

COMMITMENT

Your event should become more inclusive.

2

DEFINITION OF INCLUSION

What do you understand by inclusion and what do you see as the added value of an inclusive event?

3

RESPONSIBILITY

Identify at least one person as the main person responsible for the coordination and implementation of inclusive activities.

INCLUSION EFFORTS SHOULD NOT GO SO FAR THAT AN EVENT IS ORGANISED “ONLY” FOR PEOPLE WITH DISABILITIES, FOR EXAMPLE. KEEP THE FOCUS ON AN EVENT FOR AS MANY PEOPLE AS POSSIBLE.

DURING EVENT PLANNING

FINANCE NETWORK

TO-DO / RESPONSIBLE

DEADLINE

NETWORK Create a support network and ask institutions for disabled people, self-help organisations, INIS project partners or similar for cooperation/ advice/participation.

PARTICIPATION Can you include someone with disabilities as an expert in your organisation team?

PROJECT BUDGET Can you include someone with disabilities as an expert in your organisation team?

SPONSORING/FUNDING OPPORTUNITIES Look for grants/sponsors for inclusion (see contacts in the link collection).

CONTACT PERSON Designate a person who can be contacted on several channels as a direct contact for all questions about inclusion at your event.

COMMUNICATION

ANNOUNCEMENT Announce your event directly to the target group, but also to institutions for people with disabilities as early as possible so that they can plan (e.g. duty rosters for care).

TENDERS Design information (flyers, etc.) in simple language and make sure that the website and social media postings are barrier-free.

REPRESENTATION When preparing photo documentation, make sure that all groups of people are represented.

TRANSPARENCY Clearly communicate the „dimensions“ of accessibility (e.g. wheelchair accessibility, support for people with hearing disabilities, etc.).

STAFF Train your event staff by means of awareness raising workshops or similar. Provide information sheets to inform each staff member about the inclusion measures.

REGISTRATIONS

Allow **CONTACT** in multiple ways, e.g. WhatsApp, email, phone, in person, website. Allow payment in instalments or discounts on registration fees to avoid financial barriers.

Ask for **NEEDS FOR SUPPORT** directly at registration (e.g. do you need sign language interpreters).

ATHLETES DISCLAIMER Clarify this before the event - e.g. ask directly at registration whether participating persons have adult representation and give them the opportunity to sign in good time before the start of the event.

ADAPTATION Adapt the competition rules if necessary and take into account the different abilities of the participants.

Can you also offer a **UNIFIED COMPETITION** (mixed teams of people with and without disabilities) at your event?

Possibly offer **NON-COMPETITIVE ACTIVITIES** such as low-threshold games and fun stations for people who cannot or do not want to participate in competitions.

Plan **RAISED PLATFORMS** for people in wheel-chairs and seating for accompanying persons right next to them.

Prepare the moderator (simple language, assistance, etc.) and **MAKE SURE HE/SHE IS AWARE** of how to talk to/about people with disabilities.

Think about **CHEAPER ENTRANCE FEES** (especially for necessary assistants).

TO-DO / RESPONSIBLE

DEADLINE

ATHLETES

AUDIENCE



IMPLEMENTATION OF THE SPORTING EVENT

		TO-DO / RESPONSIBLE	DEADLINE
A C C E S S I B I L I T Y	Ensure SHORT DISTANCES and provide an overview plan.		
	ACCESSIBILITY Ensure that the entrances are stepless or equipped with a ramp/lift. If not all entrances are barrier-free, clearly signpost the barrier-free ones.		
	Provide visual and tactile GUIDANCE SYSTEMS .		
	Clearly mark OBSTACLES (tripping hazards etc.).		
	ESCAPE AND RESCUE ROUTES must be made barrier-free.		
	Clearly mark OBSTACLES (tripping hazards etc.).		
	Provide BARRIER-FREE SANITARY FACILITIES - which can also be rented on a mobile basis - including rooms for nursing assistance and barrier-free changing rooms.		
	WHEELCHAIR ACCESSIBLE DOORS have a minimum width of 90 cm. If not all doors are wheelchair accessible, clearly signpost the wheelchair accessible ones.		
	Make sure the FLOOR is WHEELCHAIR ACCESSIBLE .		
	If possible, prepare a BREAK AND REST AREA for people who need a quiet place to retreat (overstimulation at many events).		
M O B I L I T Y	Achtet auf BARRIEREFREIE PARKPLATZE in unmittelbarer Umgebung der Veranstaltung.		
	Make sure there is BARRIER-FREE PARKING in the immediate vicinity of the event.		
K O M M U - N I K A T I O N	DESIGN Use large letters and contrasting fonts for signage. Use additional pictograms.		
	Pay attention to the HEIGHT OF THE SIGNAGE (i.e. easy to read from a wheelchair).		

	TO-DO / RESPONSIBLE	DEADLINE
INFO POINT Install an easily accessible, clearly visible info point		
SUPPORT At the information point, supply staff who is specifically prepared for possible support measures. The staff will also provide shorterterm personal accompaniment.		
VISIBILITY Provide the trained staff with special clothing (colour, safety vest) and name tags referring to special knowledge (sign language, ...).		

AFTER THE EVENT

EVALUATION / FEEDBACK Gather feedback from the participants and evaluate how well things worked and what can be improved next time.		
PRESS RELEASES Make sure your inclusive activities are also mentioned in public relations and thus promote the topic of inclusion.		



Bundesministerium
Kunst, Kultur,
öffentlicher Dienst und Sport

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LINK COLLECTION

Without any claim to completeness

CONTACTS FOR FUNDING IN GERMANY

- Aktion Mensch
www.aktion-mensch.de/foerderung/foerderprogramme
- Foundations and sport
stiftungen-und-sport.de/
- Funding database (federal, state and EU):
www.foerderdatenbank.de/FDB/DE/Home/home.html

CONTACTS FOR FUNDING IN AUSTRIA

- Licht ins Dunkel
www.lichtinsdunkel.orf.at/projekte/projekte100.html
- Fonds Gesundes Österreich
fgoe.org/projektfoerderung_ueberblick
- General sports funding can be found at
transparenzportal.gv.at/
- European Social Fund in Austria
www.esf.at/

CONTACTS FOR FUNDING IN EUROPE

- Erasmus+ Sport:
Sport actions | Erasmus+ (europa.eu)

ACCESSIBILITY

- Barrierefreiheit – Accessibility - focus on gastronomy:
Planungsgrundlagen für barrierefreie Gastronomie und Gastgärten (www.graz.at)
- The Office for Easy Language (Lebenshilfe, Bremen):
www.leichte-sprache.de
- Rules for easy language:
www.leichte-sprache.org/wp-content/uploads/2017/11/Regeln_Leichte_Sprache.pdf
- Pictograms:
www.flaticon.com/de/

TEMPLATES FOR PRESENTATIONS

- www.plusport.ch/fileadmin/user_upload/4_Ausbildung/Guidelines_DE.pdf

WORKSHOPS AND ADVICE ON INCLUSIVE EVENTS

- MOI
www.lebenshilfen-sd.at/Freizeit/Move-on-to-Inclusion-MOI
- sozialhelden.de/akademie/individuelle-beratung/
- www.fullaccess.at

SELF-ADVOCACY ORGANISATIONS

- Selbstbestimmt Leben Österreich
www.sliö.at/
- Selbstbestimmt Leben Deutschland
www.isl-ev.de/

ACCESSIBLE WEBSITES

- WCAG Richtlinien
www.w3.org/Translations/WCAG20-de/