

Accessible Sports Clubs
Design Guidelines:

ACTION PLAN



INTRODUCTION

This template is an editable version of Appendix 1 within one of Disability Sport NI's access guides: Accessible Sports Clubs Design Guidelines, and is a tool to help you create an action plan to improve accessibility at your sports club.

By using the template **you will not have completed a full audit of your facility** (which is recommended prior to any investment) but it will help you think about and identify areas where you can make some positive changes with a smaller budget.

Each topic within this template action plan relates directly to a detailed section within the Accessible Sports Clubs Design Guidelines, which can be found [here](#). This template should only be used in conjunction with these Guidelines. The title note at the top of each page below will help you find the related section.

NB: Not all sections of this template will be relevant to your club.

Should you require guidance on how to use this template, please contact the Community Team at Disability Sport NI on email@dsni.co.uk

ARRIVING AT YOUR SPORTS CLUB

Paths (Guide reference: Section 1.1 Paths; Section 6.5 External Ramps, Steps and Handrails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Do paths leading to the club entrance have a firm surface?					
Are paths leading to the club entrance wide enough?					
Do paths leading to the entrance have a level or gentle gradient?					

ARRIVING AT YOUR SPORTS CLUB

Paths (Guide reference: Section 1.1 Paths; Section 6.5 External Ramps, Steps and Handrails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
If there are ramps or steps on path routes leading to the club entrance, are they suitably designed?					
If there are dropped kerbs on paths, has tactile paving been provided?					
Have bins, lampposts, seats and signs been placed clear of the path width?					

ARRIVING AT YOUR SPORTS CLUB

Paths (Guide reference: Section 1.1 Paths; Section 6.5 External Ramps, Steps and Handrails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is the approach to the sports club, its parking areas and entrance well lit?					

Parking and Drop-off (Guide reference: Section 1.2 Parking and Drop-off)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there parking for disabled people (permanent and/or allocated during events)?					

ARRIVING AT YOUR SPORTS CLUB

Parking and Drop-off (Guide reference: Section 1.2 Parking and Drop-off)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a drop-off area (permanent and/or allocated during events)?					
What other parking facilities are available at the club e.g. for mobility scooters, cycles and buggies?					

ARRIVING AT YOUR SPORTS CLUB

Portable Ramp Note: it may be acceptable for some clubs to have a portable or temporary ramp available to overcome a change in level, as a short-term measure. Check availability of a portable or temporary ramp where there is no permanent ramp.

Entrance (Guide reference: Section 1.3 Entrance)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
<p>Can visitors enter the club without using steps?</p> <p>Note: sometimes the level or ramped access may not be at the front entrance.</p> <p>See also 'Portable Ramp Note' above.</p>					
Is the accessible entrance easy to find?					
Is there a sign at the entrance?					

ARRIVING AT YOUR SPORTS CLUB

Entrance (Guide reference: Section 1.3 Entrance)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are there automatic doors at the accessible entrance (these may open as a visitor approaches them or by using a push button)?					
If the doors are glass, are there clear markings so people will not walk into them?					
Is the entrance door wide enough?					

ARRIVING AT YOUR SPORTS CLUB

Welcome Areas (Guide reference: Section 1.4 Welcome Areas)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a lowered section at the reception desk or information table?					
Can the reception desk or information area be found easily?					
Are there signs or floor markings to direct visitors?					

ARRIVING AT YOUR SPORTS CLUB

Welcome Areas <small>(Guide reference: Section 1.4 Welcome Areas)</small>					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are rest seats, in a range of style options, available?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Corridors and Doors (Guide reference: Section 2.1 Corridors; Section 2.2 Doors)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are corridors wide enough (minimum 1200mm wide) and free from clutter?					
Are doors leading to club activities and toilet areas wide enough?					
Are doors easy to pull open or are they power operated?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Corridors and Doors (Guide reference: Section 2.1 Corridors; Section 2.2 Doors)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Can assistance be provided to help open doors during a club activity or event?					

Lifts and Stairs (Guide reference: Section 2.3 Lifts and Stairs; Section 2.4 Handrails and Handholds)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there is a lift available to overcome stairs or steps inside the club?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Lifts and Stairs (Guide reference: Section 2.3 Lifts and Stairs; Section 2.4 Handrails and Handholds)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are lift buttons within reach (900-1100mm high on the landing; 900- 1200mm inside the lift)?					
Is the lift floor light in colour?					
Are all fittings inside the lift installed? <small>Note: in some clubs, the installation of an enclosed vertical lifting platform may be acceptable.</small>					

MOVING AROUND AND USING YOUR SPORTS CLUB

Lifts and Stairs (Guide reference: Section 2.3 Lifts and Stairs; Section 2.4 Handrails and Handholds)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
If there are steps or stairs are the step edges highlighted?					
Do handrails offer easy grip?					
Are handrails colour contrasting?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Inclusive and Accessible Toilets (Guide reference: Section 2.5 Inclusive and Accessible Toilets)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
<p>Is there a wheelchair accessible toilet facility?</p> <p>Note: this should be clear from obstruction and well signposted. The room should be a minimum of 1700mm wide x 2200mm long (some older club building units may have a shorter 2000mm in length but should be 1500mm wide as a minimum).</p>					
<p>Are all fittings inside the WC unit installed?</p>					
<p>Is there a toilet for ambulant disabled people in toilet blocks?</p> <p>Note: this will not be wheelchair accessible but will have grabrails and a closing bar on the door (door opens out).</p>					

MOVING AROUND AND USING YOUR SPORTS CLUB

Inclusive and Accessible Toilets (Guide reference: Section 2.5 Inclusive and Accessible Toilets)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a lower urinal and basin in toilet blocks?					
Is there an accessible parenting room?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Changing Places Toilets (Guide reference: Section 2.6 Changing Places Toilets)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a Changing Places toilet?					
Does it include an adult-sized, height adjustable changing bench?					
Does it include a shower?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Changing Places Toilets (Guide reference: Section 2.6 Changing Places Toilets)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
What other accessories are inside the room?					

Accessible Changing and Showering (Guide reference: Section 2.7 Accessible Changing and Showering)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are there wheelchair accessible changing and showering zones within main changing rooms; and/or a separate room for this purpose?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Accessible Changing and Showering (Guide reference: Section 2.7 Accessible Changing and Showering)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Have accessible clothes hooks been provided?					
Have accessible lockers been provided?					
Is the hairdryer control within reach?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Refreshments (Guide reference: Section 2.8 Refreshments)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Can all people access refreshments easily?					
Have provisions been made to assist disabled people in refreshment areas? <small>Note: this could be a counter 850mm high; flexible table and seating layout; vending machine with reachable buttons and coin, card and collection slots.</small>					

MOVING AROUND AND USING YOUR SPORTS CLUB

Fitness Areas

(Guide reference: Section 2.9 Fitness Areas Table 1; Section 6.9.1 Outdoor Fitness Areas)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Does the club have a range of Inclusive Fitness Initiative (IFI) equipment?					
Is there a clear space around each piece of IFI equipment?					
Is there a clear space to use the Small Equipment Pack items? For outdoor fitness areas, see Section 6.9.1.					

MOVING AROUND AND USING YOUR SPORTS CLUB

Visual Contrast (Guide reference: Section 2.10 Visual Contrast)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
<p>Are there any areas where visual contrast can be improved e.g. grabrails in an accessible WC?</p> <p>Note: look at doors in walls, grabrails, handles on doors (if you take a black and white photo it is a basic way of seeing whether surfaces contrast with each other).</p>					
Does the skirting contrast with the floor?					

MOVING AROUND AND USING YOUR SPORTS CLUB

Floor Finishes (Guide reference: Section 2.11 Floor Finishes)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are floors slippery or look slippery?					
Is the mat at the entrance door fixed down and flush so visitors are less likely to trip on it?					
Are carpets shallow pile?					

VIEWING AREAS IN YOUR SPORTS CLUB

Viewing Areas (Guide reference: Section 3.1 Accessible Viewing for Club Spectators)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a viewing area suitable for disabled people e.g. including viewing spaces for wheelchair users?					
Are there provisions for ambulant disabled people?					
Has companion seating been included?					

VIEWING AREAS IN YOUR SPORTS CLUB

Viewing Areas (Guide reference: Section 3.1 Accessible Viewing for Club Spectators)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Can assistance dogs be accommodated?					
Is rest seating available on routes to viewing areas?					

YOUR COMMUNICATIONS

Wayfinding, Signs and Information (Guide reference: Section 4.1 Wayfinding, Signs and Information Table 2)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are signs provided for club facilities and activities?					
Are signs well designed, including the correct size of lettering?					
Where there are printed materials e.g. club leaflet, is this available in a larger font?					

YOUR COMMUNICATIONS

Wayfinding, Signs and Information (Guide reference: Section 4.1 Wayfinding, Signs and Information Table 2)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Have clear waymarkers been provided on paths, tracks and trails?					
Has a sensory map been developed, and promoted in club communications?					

YOUR COMMUNICATIONS

Alarms (Guide reference: Section 4.2 Alarms)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is an emergency assistance alarm fitted in the accessible toilet(s)?					
Are red cord bangles at the correct height?					

YOUR COMMUNICATIONS

Note: ALS assist people who use a hearing aid, cochlear implant or bone conduction device. This may be at a reception counter or information point and could also be fitted in a larger area e.g. in a club meeting or activity room. A portable loop may be acceptable and can be moved around and used where and when needed.

Assistive Listening Systems (Guide reference: Section 4.3 Assistive Listening Systems)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is an ALS available e.g. hearing loop?					
Is a sign provided at each location where an ALS is installed or available?					

YOUR COMMUNICATIONS

Visual Aids (Guide reference: Section 4.4 Visual Aids)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are screens and scoreboards large and clearly visible?					

THINKING ABOUT EMERGENCY EGRESS

Emergency Egress (Guide reference: Section 5 Thinking About Emergency Egress)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Have people with a range of abilities been considered in your risk assessment?					
Has emergency evacuation equipment been provided e.g. to assist escape from upper floor levels?					
Have clear fire signs been provided, including in refuge areas ('safe areas')?					

THINKING ABOUT EMERGENCY EGRESS

Emergency Egress (Guide reference: Section 5 Thinking About Emergency Egress)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Has a designated Fire Assembly Point(s) been identified and clearly signed?					
If a lift is provided, is it an evacuation standard lift i.e. can be used in the event of fire?					
Are doors on hold-open devices linked to the fire alarm?					

OTHER FEATURES TO THINK ABOUT

Providing for the Needs of Assistance Dogs at Your Sports Club

(Guide reference: Section 6.1 Providing for the Needs of Assistance Dogs at Your Sports Club)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
<p>The club should welcome Assistance Dogs. Is this signed at the entrance?</p> <p>Note: Assistance Dogs are not just guide dogs</p>					
<p>Is there an external dog toileting facility (i.e. an area an assistance dog can use for toileting)?</p>					
<p>Is there an internal (safe and supervised) space for an assistance dog to rest if their owner is taking part in a club activity?</p>					

OTHER FEATURES TO THINK ABOUT

Providing for the Needs of Assistance Dogs at Your Sports Club

(Guide reference: Section 6.1 Providing for the Needs of Assistance Dogs at Your Sports Club)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is a water bowl available?					

Creating a Quiet Area (Guide reference: Section 6.2 Creating a Quiet Area)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a quiet area away from crowds, noise, odours etc. when required?					

OTHER FEATURES TO THINK ABOUT

Creating a Quiet Area (Guide reference: Section 6.2 Creating a Quiet Area)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is this signed at the entrance to the club and in club communications?					

Creating a Comfortable Environment: Lighting

(Guide reference: Section 6.3.1 Creating a Comfortable Environment: Lighting)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are areas used for club activities well lit, including the entrance?					

OTHER FEATURES TO THINK ABOUT

Creating a Comfortable Environment: Lighting					
(Guide reference: Section 6.3.1 Creating a Comfortable Environment: Lighting)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Can lighting levels be adjusted to assist people who are neurodiverse if required?					
Have blinds or curtains been fitted to control natural light (reducing glare and shadowing)?					
Are there sensor lights?					

OTHER FEATURES TO THINK ABOUT

Creating a Comfortable Environment: Acoustics					
(Guide reference: Section 6.3.2 Creating a Comfortable Environment: Acoustics)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are sound absorbent materials used, including in areas where public address systems are installed?					
Is a quiet area available (see: Creating a Quiet Area)?					

OTHER FEATURES TO THINK ABOUT

<div>Creating a Comfortable Environment:</div> <div>Thermal comfort and odours (air quality, air conditioning and temperature control)</div> <div>(Guide reference: Section 6.3.3 Creating a Comfortable Environment: Thermal comfort and odours)</div>					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is natural ventilation available?					
Are heating and humidity systems adjustable in activity areas?					

OTHER FEATURES TO THINK ABOUT

Creating a Comfortable Environment:

Thermal comfort and odours (air quality, air conditioning and temperature control)

(Guide reference: Section 6.3.3 Creating a Comfortable Environment: Thermal comfort and odours)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Have you created a sensory map?					

Accessible External Routes – Paths, tracks and trails

(Guide reference: Section 6.4 Accessible External Routes - Paths, Tracks and Trails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
<p>For paths, see section above: Arriving at Your Sports Club</p> <p>Is the route leading to the track or trail accessible?</p>					

OTHER FEATURES TO THINK ABOUT

Accessible External Routes – Paths, tracks and trails

(Guide reference: Section 6.4 Accessible External Routes - Paths, Tracks and Trails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are tracks and trails wide enough to assist clear passage in both directions, and, if not, is a passing place available?					
Has a defined edge or visually contrasting edge been provided on tracks and trails?					
Are rest seats available alongside tracks or trails at regular intervals?					

OTHER FEATURES TO THINK ABOUT

Accessible External Routes – Paths, tracks and trails

(Guide reference: Section 6.4 Accessible External Routes - Paths, Tracks and Trails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Has street furniture, such as bins and lighting columns, been positioned clear of track or trail width?					
Has a suitable surface been installed on tracks and trails?					
If you have to provide a temporary viewing platform during club activities or events, is the platform accessible for wheelchair users, ambulant disabled people and companions, as well as assistance dogs?					

OTHER FEATURES TO THINK ABOUT

External Ramps, Steps and Handrails (Guide reference: Section 6.5 External Ramps, Steps and Handrails)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
If ramps are required to access outdoor club facilities, is the gradient suitable (maximum 1 in 12 over 2m; 1 in 20 over 10m)?					
Are steps suitable in size (goings and risers)?					
Are surfaces of ramps and steps slip resistant?					

OTHER FEATURES TO THINK ABOUT

External Ramps, Steps and Handrails (Guide reference: Section 6.5 External Ramps, Steps and Handrails)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are step edges clearly visible?					
Are handrails easy to grip (circular or oval profile)?					
Are handrails colour contrasting?					

OTHER FEATURES TO THINK ABOUT

External Ramps, Steps and Handrails (Guide reference: Section 6.5 External Ramps, Steps and Handrails)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are handrails positioned at a suitable height above ramps and steps and their landings? (900-1000mm above slopes or pitchline and 1000-1100mm above landing)?					
Are handrails cold to touch?					

OTHER FEATURES TO THINK ABOUT

Rest Seating (Guide reference: Section 6.6 Rest Seating)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there a range of seating style options to assist people with a broad range of needs?					
Are rest seats positioned clear of the path, track or trail route on firm, level ground?					
Is space available on each side to accommodate wheelchair users and assistance dogs?					

OTHER FEATURES TO THINK ABOUT

Picnic Tables (Guide reference: Section 6.7 Picnic Tables)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Has at least one accessible picnic table suitable for use by wheelchair users available where picnic tables have been provided generally?					
Is there a firm, level external route leading to the accessible picnic table?					
Is the picnic table positioned on firm, level hardstand?					

OTHER FEATURES TO THINK ABOUT

Outdoor Lighting (Guide reference: Section 6.8 Outdoor Lighting)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are sports club sites, approach routes and club buildings well lit?					
Has lighting provision been made for evening and winter club activities?					
Are emergency egress routes well lit?					

OTHER FEATURES TO THINK ABOUT

Outdoor Lighting (Guide reference: Section 6.8 Outdoor Lighting)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are lampposts positioned off the route of travel on paths, tracks and trails?					
If unavoidable on paths, tracks and trails, are lampposts visually contrasting?					

OTHER FEATURES TO THINK ABOUT

Note: For detailed information on accessible play, see Accessible Outdoor Places Design Guidelines on Disability Sport NI's website www.dsni.co.uk.

Accessible Play (Guide reference: Section 6.9 Accessible Play)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Has a range of accessible play equipment been included in play areas?					
Are suitable ground surfaces provided in play areas?					

OTHER FEATURES TO THINK ABOUT

Outdoor Fitness Areas (Guide reference: Section 6.9.1 Outdoor Fitness Areas)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Does the outdoor fitness area include equipment for older people and wheelchair users?					

OTHER FEATURES TO THINK ABOUT

Water-based Sports Club Activities (Guide reference: Section 6.10 Water-based Sports Club Activities)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Can participants access the water and boats easily e.g. using a hoist?					
If specialised equipment is provided, has this been promoted in club communications?					

OTHER FEATURES TO THINK ABOUT

Accessible Angling (Guide reference: Section 6.10.1 Accessible Angling)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is there an accessible route leading to and from angling areas?					
Has an accessible fishing stand or platform been provided?					
Are there toilets and parking facilities close by?					

OTHER FEATURES TO THINK ABOUT

The Importance of Maintenance (Guide reference: Section 6.11 The Importance of Maintenance)					
Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Are all areas of the club regularly inspected and maintained?					

THE NEED FOR ONGOING REVIEW AND GOOD MANAGEMENT

Ongoing Review and Good Management

(Guide reference: Section 7 The Need for Ongoing Review and Good Management)

Question	Y, N, N/A	Comments	Actions: How can you make this better?	Who is responsible?	Resources required
Is physical accessibility reviewed regularly at the club in order to inform further improvements?					
Does the club have policies which adopt good practice procedures relating to the club's accessibility?					

NOTES

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