Guidelines for Gender-Inclusive Sports Events

EDUCATIONAL MODULE

Guidelines for **Gender–Inclusive** Sports Events

Contents

Foreword

Dear Event Managers,

We are pleased to present you with our **Guidelines for Gender-Inclusive Sports Events**. Thank you for making the effort to ensure that trans, intersex, and non-binary people and others who experience discrimination based on their gender presentation feel welcome at your events. By doing this, you are engaging in important anti-discrimination work.

These guidelines are an important, practical tool designed to accompany the **Charter for Gender Diversity in Sports**[1] and help you plan events for people of all genders. These guidelines will reference various educational modules from the Charter that provide additional information about the topic at hand, for example, EM 2 Language (Educational Module 2: Language). These are available in English and German, with some in Simple English and Simple German.

By engaging in gender-inclusive event planning, you can give more people the opportunity to participate in your events. This sets a positive example of diversity and inclusion – and serves as an important statement in our current political climate. TIN (trans, intersex, and non-binary) people have become more visible in our society over the past few decades. On the one hand, this has led to more knowledge, acceptance, and inclusion, but on the other hand, it has also prompted dramatic backlash.

In the world of sports, there are frequent debates concerning the inclusion of TIN people. Trans women and intersex people are increasingly demonized and erroneously represented as a danger to others, particularly in changing rooms and within competitive sports. Non-binary people have a difficult time finding spaces where they feel

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[1]   Seitenwechsel Berlin. *Charter for Gender Diversity in Sports*, charta.seitenwechsel-berlin.de/en/wissensbausteine

comfortable, as many sports are separated into women's and men's divisions. Therefore, the goal is to find solutions that allow TIN individuals to participate in sports. Gender-inclusive events not only benefit the people who would otherwise have been excluded – they also invite diverse groups to meet and have fun together. In the end, everyone stands to benefit.

These guidelines are specifically geared toward people planning recreational sports events for adults. This document does not cover all special requirements related to competitive and league sports or youth sports. However, many of the topics discussed here can be applied to these events, too.

In the 1. Concept phase, you can decide whether your aim is to make TIN people feel more comfortable attending your events or whether you would like to plan an event especially for TIN people. The 2. Planning phase is designed to ensure that you are properly prepared for the 3. Implementation phase. Finally, these guidelines provide tips for the 4. Follow-up phase that takes place after the event. The document also contains a checklist for each phase with an overview of the most important points.

We wish you lots of fun and success planning your events!

Your Charter Team

1

concept

phase

Ideas and attitudes toward the event

During the Concept Phase of planning a gender-inclusive event, there are many points to consider. The Planning Team must start by deciding what type of event to plan. Is the idea to expand on the concept of an existing event format? Is this an entirely new format? Is the event competitive or recreational in nature? Is the aim of the event to increase awareness? Is participation limited to FLINTA* (female, lesbian, intersex, non-binary, trans, asexual) or TIN people? Are companions of other genders invited to participate, too? Is the event open to everyone? The target group must be defined clearly and communicated just as clearly later on. Allow participants to decide for themselves whether they belong to TIN or FLINTA* groups: Every person has the right to define their own gender and sexual orientation and must therefore be permitted to decide whether they belong to a particular group.

The next step is to ensure that the people in your target group(s) are visible and included throughout the entire planning and implementation process for your event. You can find more information on the topic of visibility in EM 1 Recognition and EM 3 Visibility. Early in the Concept Phase, consider what type of security and awareness concept you would like to implement at your event (see 2. Planning phase). Try to design your event concept in such a way as to ensure that participants feel empowered and personally included. Participants should have control over their own experiences and feel safe, respected, and empowered throughout the process.[2]

Structural prerequisites

Do you need to consider the rules and regulations of a sports federation? Are these rules gender-inclusive, or do they exclude TIN people entirely or partially? If such rules are in place: Do you have to comply with them, do you wish to comply with them, or could you modify them to improve participation opportunities for TIN people? Might it even be possible to

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[2] About the term "empowerment" socialnet.de/lexikon/Empowerment (German only)

involve the sports federation in these decisions? Is there a contact person at the sports federation who could help you?

Considering spaces and overall environment

When considering the spaces and the overall environment of the upcoming event, the Planning Team can reflect on the following questions: What kinds of environments and what types of spaces can we create? What needs does the target group have when it comes to space? Consider both the physical venue and the overall environment created by the people involved in the process, right from the very beginning.

You can promote awareness of gender-inclusive language within your own team (EM 2 Language) and replace binary gendered terms from your sport with gender-inclusive alternatives. Additionally, you can work within your team to increase awareness of gender-related prejudices and stereotypes in your sport.

Structure and members of the planning team

The following considerations may be part of a broader reflection process within your team: Which perspectives are included in your team, and which are lacking?

Ideally, your Planning Team is diverse and reflects the identities of the people you want to participate in your event. Often, this is not (yet) the case. If you want to increase the diversity of your team, you can seek consultation to help you consider your options. You can also invite people from the target group for your event to join your team. These people should be given visible and meaningful roles in the team. This way, you can prevent "tokenism."[3]

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[3] A brief explanation of "tokenism" vielfalt-mediathek.de/kurz-erklaert-token-tokenismus (German only)

Think about the structures of discrimination within your team. What types of discrimination affect the people in your team? If you have limited experience in this area, you can organize an awareness workshop or book a workshop on forms of discrimination that you are less familiar with. This can help your team be more mindful of its members and build awareness prior to the event.

The topic of unequal treatment or discrimination is part of a larger discourse surrounding power dynamics in society. Discrimination occurs because certain power dynamics are maintained in our society. Some examples of such power dynamics include unequal treatment due to gender, language, age, religion, or country of origin. The characteristics on which this discrimination is based may be real or socially constructed, i.e., imposed by others. Discriminatory actions and practices on the individual, institutional, or societal level perpetuate these existing power dynamics.

What societal power dynamics bestow privilege on the members of your team? What power dynamics exist within your team as a result of this privilege?

Power dynamics and inequality are not always easily recognizable. People often need to spend time considering the topic of discrimination before they can recognize the different forms it takes. This is a lifelong learning process.

If you plan to make anti-discrimination work a medium- or long-term goal in your team, it helps to learn more about power dynamics. You can also seek external support by contacting a consultant or process support specialist trained in anti-discrimination work.[4]

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[4]   You can find a list of organizations that conduct anti-discrimination work and offer workshops or process support services under Links and references.

Intersectionality

The people planning, implementing, or participating in the event may have different experiences of discrimination that relate to multiple characteristics (multiple discrimination). When considering the topic of anti-discrimination, consider the way different forms of discrimination intersect (intersectionality).

For example, discrimination based on queer identity is different from discrimination based on racism. A person affected by both types of discrimination has different experiences from a person affected by just one type. When considering the topic of intersectionality, you may wish to collaborate with organizations that represent marginalized groups during planning and implementation. This can help make your event more inclusive. For example, you can provide special support for participants who experience multiple forms of discrimination. You can find additional information on this topic under EM 8 Intersectionality.

Funding

Paying people for their work is part of anti-discrimination practices. If you want to provide additional training through workshops or process support, make sure to pay your consultants fairly. This is particularly important when those conducting the training are affected by the type of discrimination they focus on in their educational work.

If you intend to organize an Awareness Team during the Planning Phase, you can draw up a budget for awareness work during the Concept Phase.

If you have limited financial resources, you can research different funding options for your event or explore publicly funded projects that offer financial advisory services.

2

Planning

phase

Venue

Venues can present barriers to access for TIN people, many of which are invisible to most people. EM 5 Spaces outlines key considerations in creating TIN-inclusive sports facilities. While it is often not possible to avoid all barriers, thoughtful planning from the outset can help to reduce or eliminate barriers when selecting your venue. To do this, you must get to know the infrastructure, visit the venue in advance, and speak with onsite staff. Who, aside from the participants themselves, will be present at the venue? What kinds of spaces - changing rooms, bathrooms, shower facilities - are available? Do these facilities meet the needs of the participants and the event? Can they be made more inclusive?

It is particularly important to know how many stalls, bathrooms, and showers are available and consider the best way to divide these facilities based on the needs of your participants. Every participant needs a space where they feel safe and comfortable. The goal is to balance efficiency with participants' diverse needs. Make it clear that TIN people (and all other participants) are free to use the facilities that best reflect their identities and where they feel most comfortable.

Additionally, you should also consider early on whether certain services might generate extra costs (e.g., a shuttle service to the venue) and plan how to finance these measures.

Changing rooms, showers, and bathrooms

Changing room stalls, showers, and bathrooms should be allocated in such a way as to meet the privacy and safety needs of individual groups. If, for instance, there are two changing room stalls, shower rooms, or bathrooms, you can allocate one space for all genders and one for FLINTA*. If there is one additional space, this could be allocated as a TIN changing room stall/ shower or individual changing space. The latter option can meet (almost) all needs by giving everyone the option to change and/or shower either with the group of their choice or individually. If there are not enough spaces, you can consider using time slots.

For spaces designed for individual use, you can provide a sign reading "vacant" on one side and "occupied" on the other to allow the space to be used by multiple people, one after another. As a rule, participants should have the option to use a communal space, while individual spaces should be reserved for those who prefer them.

Showering in public can be a challenging situation. In sports facilities in Berlin, Germany, changing room stalls and showers are generally located in a single space, so it is important to plan how the stalls will be used (communally or individually, one after another) and communicate this clearly using signs. Providing explanations next to the signs can help participants understand who may use the spaces and whom they might encounter there.

If you are organizing an event for a specific target group, it can be helpful to prepare a handout for onsite staff, other sports groups, and passers-by with tips on how to treat participants respectfully.

Event date

When selecting the date for your event, make sure to check the calendar first: Does the date coincide with an important day of remembrance or (religious) holiday? For example, if your event falls on Christopher Street Day (Pride), this would be a conflict with celebrations and prevent many queer people from attending. However, you could also intentionally choose to link your event to a specific holiday or day of remembrance, for example, hosting a queer sports festival during Pride Month.

Planning team and assignment of tasks

Ideally, everyone in your Planning Team will have experience using gender-inclusive language. However, levels of experience will vary. As a team, assess which tasks require a stronger command of gender-inclusive language and assign tasks accordingly. Be open and honest about your own insecurities; this is the best way to avoid inadvertent discrimination.

If you or your team are unsure how to respond in a particular situation, take time out (before or after the event) to reflect and learn. Try not to be too hard on yourselves; it is a positive step that you are actively trying to better include TIN people in your events, and mistakes can be a part of that process.

External staff and TIN awareness

If you are planning an event for TIN people, it is a good idea to address the topic of gender-inclusive language and TIN sensitivity with anyone who will be involved in the event and interact with participants. This applies to paramedics, catering staff, members of the Awareness Team, and onsite staff in particular. You can provide information on inclusive language (including a brief list of guidelines) as part of a general overview of your event, either in-person or via email.

If you know in advance that certain members of staff, for whatever reason, have less experience using gender-inclusive language, clearly communicate this fact to your participants, so they are aware and can be prepared for potentially uncomfortable situations that might arise.

Awareness Team and Awareness Concept

The role of an Awareness Team is to support a safe and welcoming environment for all participants at events. The members of the Awareness Team should have a range of identities and experiences. This helps build trust with diverse participants and staff members. Ideally, the members of the Awareness Team should have no other responsibilities at the event. This ensures they are always available and easy to approach in case any problems arise. If you are organizing a TIN-inclusive event, the members of the Awareness Team should also include TIN people or at least people with knowledge of and experience with TIN issues. Generally, at events designed for specific target groups, the Awareness Team should include people from those respective groups.

Developing an awareness concept can support your Awareness Team in their roles. The Leibniz University Hannover provides a basic overview of awareness concepts and awareness teams on its website.[5]

In addition to an Awareness Concept and Team, it is a good idea to provide a quiet space for people who may need to withdraw from the crowds or noise of the event. You can offer snacks, drinks, and fidget toys to make the space more inviting. If incidents occur, the Awareness Team can use this space for retreat, discussion, or mediation.

Communication/promotion

During the Concept Phase, you defined the target group for your event. It is important to communicate this clearly across all promotional platforms. A key component is to explain unfamiliar terms, such as "TIN," so that anyone interested in the event knows whether they are invited and who they will encounter there.

Language (EM 2 Language) and representation (EM 3 Visibility) play an important role in determining who feels invited to an event. To signal that you want TIN people to attend your event, you can do the following:

* Explicitly communicate a TIN-inclusive message (1. Concept phase).

* Provide a transparent description of what people can expect at the event (e.g., gender-specific changing rooms). This is particularly important if there are barriers to entry, as it shows that you have considered the issues and are aware of potential challenges for participants.

* Use gender-inclusive language in promotional materials and other communication (EM 2 Language).

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[5] Leibniz University Hannover. *Awareness at events*. chancenvielfalt.uni-hannover.de/en/consulting-service-protection-against-discrimination/translate-to-english-awareness-bei-veranstaltungen#c7620

* Use imagery depicting people with a range of appearances. This not only applies to people who do not align with traditional gender norms; it is also important to choose images that include people of a range of ages, body types, and skin colors.

* Use symbols that signal a queer-friendly attitude (e.g., a rainbow flag).

Registration/sign-up

If participants must register for the event, sign insurance documents, or photography consent forms, etc., make sure that these documents employ gender-inclusive language. For example, does the document require the participant to list their gender? If so, is it truly necessary to ask? And which options are provided? There are many possibilities for inclusive gender options on sign-up forms, and they can be adapted to fit your purposes.

A good practice is to allow participants to describe their own gender by including an open text field. For example: man / woman / prefer not to say / self-defined: ……… Note: "Trans" is not always a gender category; it is also an adjective used to more accurately describe a person's gender. For example, a trans woman would select "woman" as her gender identity. Her trans identity does not require an additional category.

Being required to show identification documents is a major hurdle for TIN people, because this often forces them to out themselves and share intimate details about their lives. Are participants allowed to use their preferred name, even though it might not align with the name in their identification documents? Ideally, this would be written directly on the form, for example: "Name (or preferred name)".

If you are planning an event for a particular target group, you can ask participants to confirm they belong to that group on the application form, e.g., "[   ] **I acknowledge that the event is a FLINTA* tournament and confirm that I belong to this group.**"

As part of the registration, you can also request that participants confirm that they have read your position on discrimination and agree to comply.

If your event has separate gender categories, allow participants to choose which category they prefer to be placed in and offer an additional category (e.g., "open/diverse") for people who cannot or do not wish to choose between the binary categories men's or women's. If this policy conflicts with external regulations (e.g., from a sports federation), you will need to decide whether you want to and to what extent you can proceed with a TIN-inclusive event.

Goodie bags, merchandise, and awards

If you wish to distribute goodie bags with items for participants or sell merchandise, we recommend that you refrain from choosing contents that relate to the gender of the recipient (e.g., avoid differentiating between girls' and boys' goodie bags). Describe all items in a gender-neutral manner (e.g., describe t-shirts as "fitted," or "straight-cut" rather than labeling them "women's" or "men's").

This also applies to certificates and awards. Do the certificates or trophies depict people? Could awards be designed to avoid reproducing gender stereotypes? Instead of dividing award categories by gender, you could present, for example, "rookie awards" to encourage beginners or an award for the fairest team.

Preparing materials

Don't forget to take note of everything you decide and organize during the Planning Phase, especially who is responsible for each task on the day of the event. Take a look at the checklist to make sure you have prepared, printed, and, if necessary, laminated all the required materials.

3

Implementation

phase

Clear identification of team members and roles

One important task prior to the event is to clearly label the different areas of the venue (e.g., by creating signs for changing rooms, infopoints, etc.). Ensure that participants know where to find members of staff. In the case that participants have questions about the space, the Planning Team should be quickly identifiable and available (e.g., using color-coded vests or t-shirts). Develop a legend that explains which colors or identifying features correspond to which skill set or responsibility (e.g., purple vests for the Awareness Team, green vests for the Planning Team, etc.). This same idea can be used to signify the "special skills" of each person on the team, such as the languages they speak or their knowledge of accessibility. Your Awareness Team, in particular, should be clearly and quickly identifiable to participants. They could also have a designated area or stand, of which all participants are made aware of.

Additionally, designate one or two people as event managers. They are responsible for interacting with and acting as a buffer for external parties, for example, police or other authorities. If your event is geared towards TIN people, make sure that at least one of the event managers is TIN.

Preparing the venue

When preparing the venue, it is important to implement and label all the different components you planned. If you plan to have a quiet space, make sure it is labeled accordingly and equipped with items such as electrolyte drinks, glucose tablets, curtains, etc. If you planned to have a separate space for the Awareness Team, which would be recommended, you should label and prepare this space accordingly. However, if this is not possible, you can create an "Awareness Point" where participants can find members of the Awareness Team. In either case, there should be a quieter space where participants can speak to members of the Awareness Team without disruptions.

When it comes to the topic of awareness, we recommend posting a simplified version of your Awareness Concept in multiple locations. The insides of toilet stalls, entrances, and the registration desk are all good places to display your Awareness Concept. You can also post a prepared statement against discrimination in various places throughout your venue so that it is visible to all participants.

You may also wish to set up an infopoint at a central location. This can serve as the first point of contact in case of an incident. The infopoint is a good place for participants to find the tournament managers or staff who can answer questions about the space. You can also provide nametags for names and pronouns, informational material about the sports events, flyers, etc. at this infopoint.

Changing rooms, bathrooms, and showers are a key feature of gender-inclusive events. Ideally, you will have developed a concept for these spaces during the 2. Planning phase.

Now, you must ensure that participants can easily make use of the concept you have developed.

Label the changing rooms, showers, and bathrooms clearly according to your concept, provide access to keys, and post signs so that all participants can easily find the appropriate showers, bathrooms, and changing rooms for them.

Before the event begins, make sure to speak with external staff who will be present on the day of the event (e.g., security staff or paramedics) to make sure they are aware of any additional requirements. Ideally, you will have planned these interactions and prepared, for example, a handout detailing the key points.

Event kickoff: Key information for participants

The registration process or welcome speech is a good opportunity to share important information about the event with participants, staff, and other visitors. Explain the different tasks and responsibilities of the individual team members and how participants can identify the team members they need.

We recommend explicitly explaining your concept for bathrooms, showers, and changing rooms to all participants and providing a brief summary of your Awareness Concept. This can be particularly important if issues arise later. By explaining all key information in advance, you prevent claims of ignorance in the case of misbehavior and ensure that consequences for discrimination can be enforced.

At the beginning of the event (e.g., during registration), provide all attendees with clear options to consent or not to consent to be photographed. Use markers to help protect the privacy of participants who do not consent to be photographed. For example, using white wristbands for "photo consent" and yellow wristbands for "no photo consent".

Recognizable photographs of participants at FLINTA* or TIN events may inadvertently out your participants as members of those communities. This can be a safety risk for some and should be handled with care. When requesting photo consent, it is recommended to inform all participants and attendees of this risk. You can find more information on this topic in EM 9 Communication.

Use of language at the event

To make sure your event is gender-inclusive, you must maintain the same awareness of language at the event as you employed in your communications prior to the event.

When addressing people or groups, make sure to use gender-neutral language. Avoid addressing participants as "ladies and gentlemen" or "boys and girls," and refer to them as "participants".

Depending on the size of your event, you may choose to open by exchanging names and pronouns, either with all participants together or in smaller groups. You can find a more detailed explanation of this convention in EM 2 Language. It can be helpful to explain the purpose of sharing pronouns beforehand, especially if some participants are new to the concept. In addition, we recommend providing and using nametags on which participants list their name and pronouns.

Make sure to replace any gendered terms used in your sport, such as "first baseman" or "defensive lineman" with gender-neutral terms, such as "first base player" or "defensive end".

When considering the topic of language, consider what language(s) to include in your event and what steps you can take to eliminate language barriers. For example, you can consider providing informational materials in multiple languages or offer translation services in certain cases.

4

Follow-up

phase

Part of planning an event is taking time to follow-up on and evaluate the process. This way, you are able to determine what worked well and what could be improved upon next time. When doing this, it can be helpful to request feedback. There are different ways to do this, and different methods may work better for different target groups.

When deciding how to request feedback, ask yourself who you want feedback from (e.g., participants, parents of participants, or coaches). You must also decide whether you want to gather feedback during or after the event and whether you want to receive it in a digital, analog, or hybrid form. You can also consider whether you want feedback on specific questions (e.g., the shower situation), so that you remember to formulate your questions accordingly.

Possible feedback channels include:

* Feedback box at the event, where participants can submit notes anonymously.

* Printed survey distributed during registration and gathered at the end of the event.

* Posters that allow participants to share their opinions during the event, for example, by adding stickers along a scale ("How satisfied were you with the changing rooms?") or writing freeform answers ("What things do you want at the next event?").

* Digital survey that participants can access during the event via QR codes or after the event via email-link.

* Email requesting feedback after the event (either freeform or with specific questions).

When selecting feedback channels, it is important to consider the language and reading abilities of the participants. This will determine whether you should gather written or oral feedback and whether you use words, images, or emojis. We would also recommend anonymizing feedback channels to encourage honest answers.

How you plan to evaluate the feedback and what you intend to use it for influences the type of feedback you need. Do you have to provide evidence of specific results as a condition of your funding? Would specific feedback be helpful for organizing a repeat event?

Your team will have noticed aspects of the event that didn't work as well as they could have. Make sure to record your impressions in a timely manner so that nothing is forgotten.

You should hold a feedback meeting with the organizing team to evaluate the event and ask questions such as: What went well? What problems occurred, how did we deal with them, and how can we prevent such problems next time? How were your experiences with the venue and external staff, space allocation concept, the Awareness Team, etc.? Were there challenging situations, particularly involving TIN-inclusivity, that need to be processed or workshopped? Speak to the Awareness Team about any issues that arose. Were there any incidents that require clarification? Did you notice anything that could be done differently in the future?

Document the results of your follow-up process thoroughly so that you and others can use this information in the future. We recommend storing this information together with all documents (e.g., form templates) and any remaining materials from the event.

If there are photos and videos of the event, review these with your team and make sure that all people depicted have provided consent. This is a good time to consider what and whether you want to publish any of the videos or images and which formats are suitable for promoting future similar events using this content.

Checklists
for designing
gender-inclusive
sports events

1. Concept phase

☐ Have we set a basic framework for our event (target group, format)?

☐ Are individuals from our target group visible and actively involved in the planning process?

☐ Are we thinking about the topics of protection and awareness?

☐ Have we accounted for any relevant rules and regulations set out by our sports federation?

☐ Have we developed an awareness of gender-inclusivity in language (in general and in the language surrounding our sport)?

☐ Have we examined the makeup of our team as it relates to issues of discrimination?

☐ Have we spoken about the topic of intersectionality and considered collaborating with organizations that represent marginalized groups?

☐ Have we budgeted for and researched funding options for sensitivity/ awareness workshops or an Awareness Team?

2. Planning phase

Venue

☐ Is the space open-access to everyone or can access to the space be restricted or monitored?

☐ Have we considered how external people present at the event (e.g., onsite staff, sports groups, spectators) can be sensitized to TIN issues?

☐ Do we have a plan for how to provide all participants with suitable bathrooms, changing rooms, and showers?

Event date

- ☐ Have we considered holidays or days of remembrance in setting the date for our event?

- ☐ Do we want our event to coincide with a specific holiday or day of remembrance? Do certain holidays rule out this date for our event?

Planning Team and assignment of tasks

- ☐ Are the tasks assigned in such a way as to ensure that important contact persons are sensitive to issues of discrimination involving TIN people?

- ☐ Are external staff (particularly paramedics) aware of TIN-related issues?

Awareness Team and Awareness Concept

- ☐ Have we developed an Awareness Concept?

- ☐ Do we have an Awareness Team with enough people representing diverse groups?

- ☐ Is the Awareness Team familiar with TIN issues? Is there a need for extra training prior to the event?

Communication/promotion

- ☐ Are we clearly communicating the target group of the event and explaining any unfamiliar terms, if necessary?

- ☐ Are we explicitly communicating our TIN-inclusive message?

- ☐ Are we clearly communicating what participants can expect (content and spaces, possible barriers)?

- ☐ Is all text written in gender-inclusive language?

☐ Do our images depict different types of people, or have we decided not to depict people in our images?

Registration/sign-up

☐ Are all documents written in gender-inclusive language?

☐ Have we decided not to ask participants to specify their genders, or do we have options that include people of all genders?

☐ Have we made it clear that participants are welcome to list their preferred name and gender identity?

☐ If we have a specific target group, should we ask participants to confirm that they belong to that group?

☐ Are the categories gender-neutral? If not:
  ☐ Have we made it clear that participants can choose their own categorization?
  ☐ Are our categories explicitly designed to include non-binary and intersex participants?

☐ If we are taking a stance against discrimination: Should we ask participants to sign an anti-discrimination pledge that they will adhere to during the event?

Goodie bags, merchandise, and awards

☐ Are certificates and awards gender-neutral in design (e.g. language and imagery)?

☐ Are the descriptions for goodie bags and/or merchandise gender-neutral?

Preparing materials

- ☐ Map of the area or venue

- ☐ Informational materials for attendees and staff

- ☐ Informational materials for participants

- ☐ Signs for bathrooms, changing rooms, and showers, etc.

- ☐ Signs for Awareness Team, Organizational Team, medical station, etc.

- ☐ Identifying clothing for the Awareness Team, Organizational Team, paramedics, etc.

- ☐ Material for quiet space or Awareness Team space (e.g., drinks, glucose tablets, fidget toys)

- ☐ Awareness Statement

3. Implementation phase

- ☐ Have we prepared and labeled all relevant areas (showers, changing rooms, etc.)?

- ☐ Do we have a system to make the Awareness Team and Organizational Team easily identifiable to participants?

- ☐ Is information about the Awareness Concept, etc. displayed clearly?

- ☐ Have we set up an infopoint?

- ☐ Have we explained the relevant information about bathrooms, changing rooms, showers, awareness, and contact people to all attendees?

☐ Are there clear options for participants to communicate whether they consent to be photographed?

☐ Have we informed all attendees that photos and videos could result in them being outed?

☐ Have we familiarized everyone working at the event (e.g., paramedics) with gender-inclusive language?

☐ Will we ask participants to share their pronouns in front of the group (and how will we explain the purpose of this)?

☐ Will we provide nametags for participants to share their names and pronouns?

☐ Are we using gender-inclusive language during the event and the awards ceremony, both when addressing individual people and generally when using gendered terms?

☐ Will we provide informational materials in multiple languages?

☐ Can we provide translations?

4. Follow-up phase

☐ Have we gathered feedback from participants?

☐ Have we viewed and evaluated the feedback?

☐ Have we spoken with those involved, particularly the Awareness Team?

☐ Have we shared our own experiences and made a list of positive/ negative experiences with cooperation partners?

☐ Have we saved all texts and materials from the event?

☐ Did we check the photos and videos to make sure the people depicted consented to be photographed?

☐ Did we document everything so that the next Planning Team can pick up where we left off?

If you have gotten this far, you're doing a great job! Congratulations!

Charter
for Gender
Diversity
in Sports

The members and volunteers of the club/association

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in particular responsible persons such as the board of directors, trainers, and employees, are committed

1. RECOGNITION	to recognise, include, and support trans, intersex, and non-binary athletes
2. LANGUAGE	to use inclusive language that addresses all genders (really all) and does not convey gender stereotypes
3. VISIBILITY	to actively promote and encourage trans, intersex, and non-binary athletes when filling positions and offices
4. DOCUMENTS	to revise forms, bylaws, contracts, cover letters, and other documents regarding the inclusion of all genders
5. SPACES	to review spaces to identify barriers for trans, intersex, and non-binary athletes, and to develop creative and sustainable solutions
6. PROTECTION	to develop a gender diversity protection concept that respects and considers the intimacy, privacy, and specific safety needs of all trans, intersex, and non-binary athletes
7. INNOVATION	to develop gender inclusive sports programmes
8. INTERSECTIONALITY	to think about and combat multiple discrimination through the intersection of, e.g., racism, antisemitism, classism, ableism, sexism, LGBTIQ phobias in equal measure
9. COMMUNICATION	to regularly communicate, address, and continuously update all measures on gender diversity in the association

Anti-discrimination work is a continuous process. The Charter can be seen as a starting point. Help for implementing the Charter is available at charta. seitenwechsel-berlin.de

Signed: _____   Date: _____

Links
and
references

Awareness

* Jugger-Awarenesshandbuch-AG[6] (German only)
* DDHF. *Awareness Guidelines for DDHF Events,* Historical European Martial Arts[7] (German only)
* Overview of awareness concepts and awareness teams[8]
* Example survey on shower requirements[9] (German only)

Training, consultation, and process support

Germany-wide

* DisCheck[10]

Baden-Württemberg

* State Sports Federation of Baden. *Educational opportunities in the area of diversity and inclusion*[11] (German only)

Berlin

* Seitenwechsel Berlin. *Charter for Gender Diversity in Sport*[12]
* LSVD Berlin-Brandenburg. *Competency and Coordination Office for Gender and Sexual Diversity in Sport*[13] (German only)

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[6]   awarenesshandbuch-jugger.de

[7]   Deutscher Dachverband für Historisches Fechten e.V. (DDHF). *Awareness Leitfaden für DDHF-Veranstaltungen.* ddhf.de/wp-content/uploads/2022/05/Leitfaden-Awareness-Team.pdf

[8]   Leibniz University Hannover. chancenvielfalt.uni-hannover.de/en/consulting-service-protection-against-discrimination/translate-to-english-awareness-bei-veranstaltungen#c7620

[9]   Jugger-Awarenesshandbuch-AG (2024). *Dusch-Umfrage.* awarenesshandbuch-jugger.de/wp-content/uploads/2024/03/Auswertung_Duschumfrage_2024_inkl.Fragen.pdf

[10] discheck.de/?lang=en

[11] Badischer Sportbund. *Bildungsangebote im Themenbereich Vielfalt und Teilhabe.* badischer-sportbund.de/bildung/vielfalt-und-teilhabe

[12] Seitenwechsel Berlin. charta.seitenwechsel-berlin.de/en/charta

[13] LSVD Berlin-Brandenburg. *Kompetenz- und Koordinierungsstelle für geschlechtliche und sexuelle Vielfalt im Sport.* lsvd.berlin/sport

North Rhine-Westphalia

∗ State Sports Federation of North Rhine-Westphalia. *Sexual and gender diversity in sport*[14] (German only)

Saxony

∗ State Sports Federation of Saxony. *Sexual and gender diversity in sport*[15] (German only)

Other guidelines / recommendations for inclusive events

∗ EGLSF. *iSport: Inclusion in Sport*[16]
∗ ENGSO. *Hosting inclusive events*[17]
∗ Office for Trans Matters NR. *Participation of trans and non-binary people in sports*[18] (German only)
∗ *The Guide to Non-Binary Inclusion in Running*[19]
∗ *Non-binary inclusion in sport*[20]

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[14] Landessportbund Nordrhein-Westfalen (LSB NRW). *Sexuelle und geschlechtliche Vielfalt im Sport.* lsb.nrw/unsere-themen/chancengleichheit/geschlechtliche-vielfalt-im-sport

[15] Landessportbund Sachsen (LSB Sachsen). *Sexuelle und geschlechtliche Vielfalt im Sport.* sport-fuer-sachsen.de/sport-und-gesellschaft/chancengleichheit/glossar-vielfalt-im-sport

[16] European Gay & Lesbian Sport Federation (EGLSF) (2023) *iSport: Inclusion in Sport. Recommendations for Inclusive Sport Events.* isporteurope.eu/documents/isporteurope/resources/Recommendations%20Inclusive%20Sport%20Events.pdf. Project website: isporteurope.eu

[17] European Organisation for Grassroots Sport (ENGSO) (2024) *Hosting inclusive events. Accessibility Guidelines for ENGSO events.* engso.eu/wp-content/uploads/2024/10/EWS-Inclusive-sport-events.pdf

[18] Landeskoordination Trans* NRW (2022) *Teilhabe von trans* und nicht-binären Menschen am Sport.* ngvt.nrw/.cm4all/uproc.php/0/Publikationen/PDF/Brosch%C3%BCre_Teilhabe_trans_am_Sport.pdf

[19] RUNN+, Jake-Fedorowski (2024) *The Guide to Non-Binary Inclusion in Running*, 2nd edition. nonbinaryrunning.com/guide

[20] Helen Spandler, Sonja Erikainen, Al Hopkins, Jayne Caudwell, Han Newman, Lauren Whitehouse (2020) *Non-binary inclusion in sport: Rising to the challenge.* leapsports.org/files/4225-Non-Binary%20Inclusion%20in%20sport%20Booklet.pdf

Team
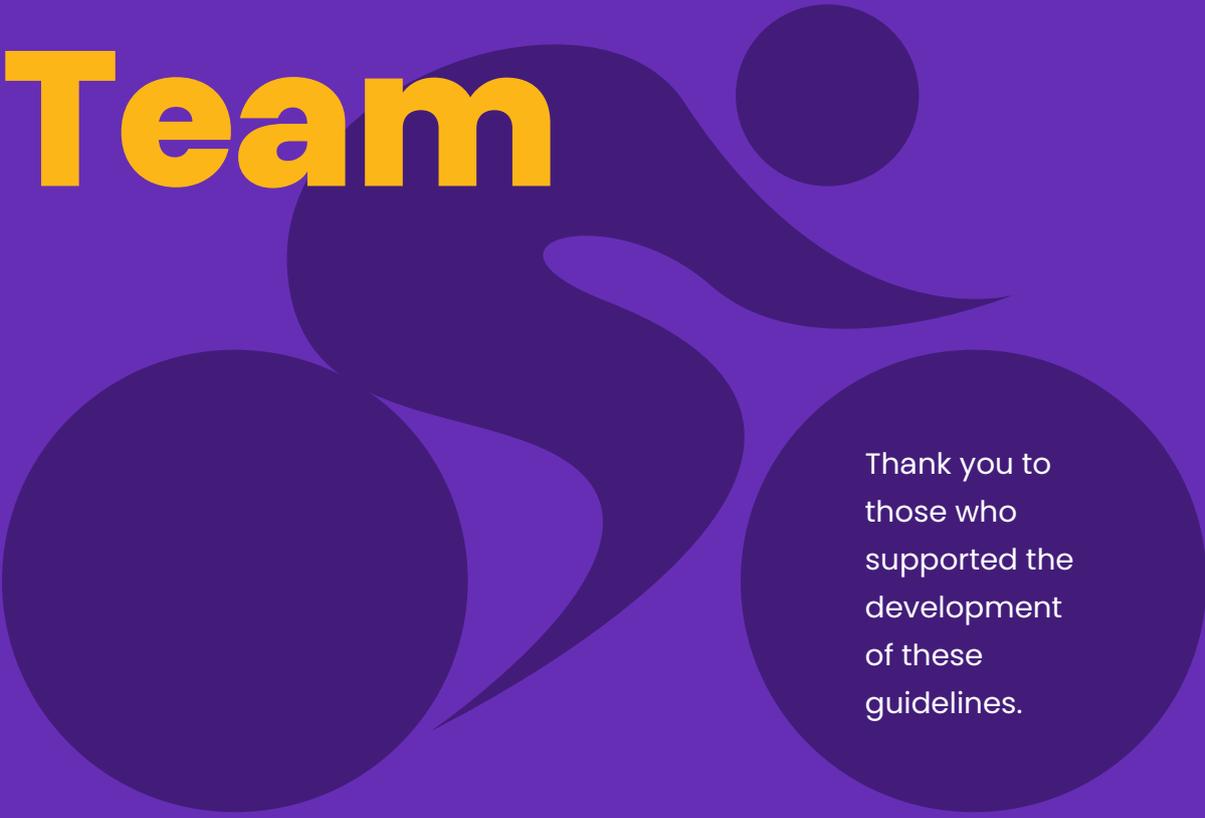
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Imprint

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Educational module **Guidelines for Gender-Inclusive Sports Events**

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Editor-in-chief
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Editing and final review
Andrea Gensel and **Conny-Hendrik Schälicke**

Translation (German–English)
Devin Martini

Web and graphic design
Lukas Berredo, lks.design