



## **Staff/Volunteer Role Descriptions:** Suggestions for inclusive activities to be included

The following are suggestions and ideas of typical activities that could be included within staff role descriptions to ensure that they have some responsibility for Disability and Inclusion within their role.

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### **Admin / secretarial / managerial staff:**

- To ensure that membership registration forms capture information on disability/impairment details, medical conditions and additional needs of participants.
- To share the above information with the coaching team where relevant to make adaptations to coaching programmes or session structures
- Adapt communication to meet the needs of disabled participants
- Be responsible for auditing the access of the gym and continually monitoring the accessibility of the facility
- Put in place remedial action / make reasonable adjustments where necessary to remove identified barriers for disabled people
- Have Disability participation as an agenda item on each club committee meeting
- Ensure that the Coaches rota / work plan enables coaches time to share good practice in the coaching of disabled people (for this; consider implementing a rolling coach mentor programme – where all coaches can rotate around different classes and coach disabled people for experience)

### **Coaches:**

- Adapt communication to meet the needs of disabled participants
- Adapt session plans to meet the needs of individual gymnasts

### **Senior/Experienced disability coaches:**

- Provide mentor opportunities for other coaches in the club to learn and develop more inclusive practices for coaching disabled participants