

# Para NB – Sport & Recreation

## Inclusive Activities Checklist



Para New Brunswick Sport & Recreation | Para Nouveau-Brunswick Sport et loisirs

This checklist is designed by Para NB – Sport & Recreation to provide guidelines to assist organizations in New Brunswick to deliver sport & recreation activities, programs or events that are accessible and inclusive for all participants. The following items on the checklist should be considered to ensure the successful and inclusive delivery of the activity or event. Everyone plays!

**Facility:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Clinic/event/program offered:** \_\_\_\_\_

### Choosing your venue

*Please place an "X" in the boxes that apply to indicate the accessibility options available at this facility.*

Determine if your activity will take place indoors or outdoors.

If your activity is held outside, have a backup plan indoors in the event of bad weather.

Use the Para NB – Sport & Recreation Facilities Accessibility Checklist when choosing a venue & make sure the venue meets the checklist requirements.

Ensure facility is insured by requesting proof of insurance. Advise your insurer of the program or event to ensure you also have coverage as a separate insurance certificate may be required.

Ensure the venue is smoke and scent free.

Check what accessible transportation is available on your event day and book ahead. Make sure to contact local public and private transportation to ensure that service is available on the date/times of your program or event.

**Note: some accessible transit services do not operate on Sundays or on certain evenings. Make sure drop offs and pick-ups are close to the venue.**

# Personnel

Create an event or program committee and hold regular meetings. Ensure the committee engages all members of your priority population (e.g. persons with a mobility disability, persons with a visual disability, persons with hearing loss, coaches, provincial sport organizations, occupational therapists, and officials).	
Invite community organizations who work with persons with a disability, such as the New Brunswick Deaf and Hard of Hearing Services Inc., New Brunswick Association of Community Living, Ability NB, or CNIB to be involved in planning and recruitment.	
Secure Occupational Therapist or Physiotherapist to provide support to activity. A coach or instructor can coach to the sport/recreation activity but an Occupational Therapist/Physiotherapist is essential to help the individual develop movement skills in the new activity. This support will help set up the individual for success.	
Invite equipment suppliers to attend the event to aid with equipment adjustments, adaptations or minor repairs.	
Encourage open, honest and continuous feedback during the planning stage from all committee members, community organizations, and anyone else involved in planning and executing the activity or event.	
Appoint a coordinator to manage staff and volunteers.	
Appoint a fund development leader to cultivate community partnerships to help fund your event. Look into grants, corporate sponsorships and in-kind donations.	
Ask trained coaches or leaders to participate in your session. There are many trained leaders in New Brunswick who can help develop a session on wheelchair racing, wheelchair rugby, wheelchair basketball, wheelchair tennis, goalball, boccia and many more!	
Seek out volunteers trained in CPR and First aid or hire a company that offers this service.	
Budget accordingly if sign language interpreters are needed and contact the New Brunswick Deaf & Hard of Hearing Services to book the interpreters as far in advance as possible.	
If you are borrowing from the Para NB Equipment Loan Service, take time to get comfortable with the adaptive equipment yourself. The Para NB Coordinator will review the equipment and how to adjust the equipment, review safety and show you the best way to use the equipment. Practice will help you get comfortable moving with the equipment.	
Provide adequate instruction regarding roles and responsibilities of leaders and volunteers prior to your activity or event.	
Invite/reserve speakers early and keep an open communication with them.	
Ask a champion of the sport or recreation activity to come give a presentation before the session starts, to allow the participants to hear from someone with experience in that activity.	

# Promotion

Advertise in places that target your audience. Engage disability organizations in your promotional plan.

Create a social media event page. Make sure to monitor this page and answer all questions from potential participants. Have the registration form link in the event description.

Post your posters in an area that promotes the event to persons with and without a disability such as arenas, community centers, fitness centers.

Ensure all marketing materials include a contact name, phone number and email address.

If possible, ensure all information regarding the event is offered in both official languages on all promotional materials.

# Registration

Provide a variety of accessible options for registration that are easy to use (e.g. on-line, by phone or by mail) in both official languages.

Ensure the registration form has a place to identify if a participant uses American Sign Language (ASL) or langue des signes québécoise (LSQ) to find out if interpreter services will be required.

Ensure the registration form follows the format of print material outlined in the “print materials” section below (font style, font size).

Ensure participants indicate whether or not they will be accompanied by caregivers, parents, or service animals. Keep an open line of communication with all attending and ensure you have the right supports available.

Ensure registration forms identify any transportation concerns or needs.

Ensure registration forms identify any adaptations or assistive devices that need to be addressed at the venue.

Gather support information, medical information/refrigeration, allergies, equipment or device requirements, etc. during registration to accommodate participant's individual needs.

Review all registration forms and have a plan of action to respond and address every participant's needs.



# Print materials & social media

When designing a poster/flyer or developing your social media page, make sure you address:

- **who** is hosting the event.
- **what** activities are available at the event, what equipment will be provided and what equipment people need to bring including safety equipment (e.g., helmets, shin guards, gloves).
- **when** the event will be held including the date, start time and end time.
- **why** the event is being held (e.g., to provide an introductory, intermediate or advanced sport or recreation opportunity, to provide an opportunity to try a sport or recreation activity for the first time)
- **how** people can get there including what accessible transportation options may be available and/or if funding is available. Also indicate any costs for registration or equipment.
- **supports available** (e.g., support workers, occupational therapists) Mention if there will be extra volunteer to provide support to athletes or will they need to ensure their own support person is able to participate. loss, coaches, provincial sport organizations, occupational therapists, and officials).

Use sans serif font (e.g. Arial or Verdana) that is 12 point size or larger.

Avoid using italics or decorative fonts. Use medium to heavy fonts to emphasis words instead.

Include Braille, if possible, on printed materials and signage.

Ensure the interpreter service icon appears on the print & social media material for Deaf accessibility if the service is available at the event.

Use pictures whenever possible to reduce the amount of text.

Use bullet points, charts, columns or Power Point style whenever possible to make text easier to read and understand.

Keep left margins clean and have a ragged right margin to avoid hyphenating words.

Keep margins to at least 1.2 inches wide and keep spacing between lines to a minimum of 25-30% of the point size.

Use matte, non-glossy paper to reduce glare.

Ensure all written material uses People First Language and words with dignity.

Make sure images reflect real life participants including persons with a disability and those without a disability and appropriate equipment. For example, if you are trying to depict someone using a manual wheelchair or power wheelchair, ensure that the equipment in the photo is a modern piece of equipment versus something out of date or rarely used (e.g., someone using a hospital transfer wheelchair).



# Planning and delivery

Assist with the coordination of car pools. Connect one person who does not have access to transportation to someone who may be willing to provide transportation. This can lead to a support strategy that also promotes relationships.

Provide written or presentation materials in advance to all involved in the planning of your event.

If applicable, have affordable, flexible ticket prices.

Consider concluding your activity or event before dark to help participants who have reduced visibility at night.

When writing the itinerary, schedule regular breaks if the activity or event takes longer than two hours.

Use high contrast, large print name tags and/or shirts to make organizers, volunteers and participants easy to identify.

Review emergency procedures for the venue with all volunteers and participants. Make sure everyone knows where to find security and first aid personnel.

Ensure all signs are large, clear, tactile, have access symbols and high contrasting colour. Black on white is best.

Reduce background noise by closing windows and/or avoiding ambience music.

Ensure there is appropriate lighting. This will be necessary for interpreter services.

Use microphones, speakers or amplification systems to ensure all participants can hear the presentations well.

Test all equipment (e.g. microphones, speakers, sport equipment, etc.) prior to your activity or event to ensure it is all in working order.

Ensure all microphones, podiums, etc. are adjustable.

The presenter and interpreters should always be very visible (e.g. never turns their back to the audience) to assist those with a hearing or visual condition.

Ensure there is appropriate space for the interpreters to be next to the speakers giving Deaf participants visual access.

Provide audio options for video presentations, such as assistive listening devices, headsets, real-time captioning, described video, Interpreter Services, DAISY if needed.

Provide reserve seating for registrants and/or their caregivers for those who require it (e.g. participants with visual or hearing conditions, those who use rollators).

Have a variety of chairs (e.g. no arm rests) available to help those who may need to sit or rest.

Avoid cumbersome decorations or special effects such as fog machines or strobe lights.

Allow easy access to outdoors during breaks for service animals to be walked and provide water bowls and/or food dishes.

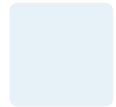
Avoid buffet style food service if possible or have volunteers available to stand in line and serve. Provide adaptive devices (e.g. bendable straws or metal forks for participants with limited hand dexterity).

Ensure and maintain barrier-free pathways of travel to any outdoor activities or events.

Only use modifications or adaptations when necessary and to the extent necessary. Extensive modifications that change the integrity of the activity and should only be used if all participants are in agreement.

# Post-event

Create and provide a variety of survey options (e.g. on-line, by phone or by mail) to collect feedback of the activity or event.	
Collect and analyze feedback results.	
Discuss feedback results with your committee to ensure continuous improvement for future activities or events.	
Make audio transcripts available after the activity or event.	
Provide written or presentation materials in print or on-line for those who request it.	



## Para NB | C/O Ability NB / Capacité N.-B.

440 Ch. Wilsey Road, Suite 102 | Fredericton NB, E3B 7G5

Tel: 506.462.9555 or 1.888.462.9555 | Fax: 506-468-9134 | info@paranb.ca | www.paranb.ca

