

10 Step Guidelines Checklist

Indicator	Not Addressed	Partially Achieved	Achieved	Actions
Guidelines Statement 1: Access Each person with a disability seeking a recreational experience has access to a service based on need, interest and available resources.				
1.1 Physical access to the recreation facility is not a barrier to the participant.				
1.2 Services that are available are clearly identifiable to potential participants.				
1.3 Staff demonstrate an understanding of service requirement for individuals with varying needs.				
1.4 Documentation of policies and procedures in relation to fair and equitable service.				
Guidelines Statement 2: Individual Requirements Participants receive recreational experiences and where necessary are tailor made, flexible and adaptable to the particular needs of each individual.				
2.1 Individuals have an avenue for advising organisation of their requirements.				
2.2 Individual support strategies are identified and implemented according to needs and goals.				
2.3 Organisation ensures that services are flexible enough to accommodate changing needs.				
2.4 Personnel are trained to appropriately support individuals.				

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<p>Guidelines Statement 3: Choice and Decisions The individual has ownership of choice and decision making including planning, participating and evaluating recreational opportunities.</p>				
3.1 Opportunities and assistance (when required) are available for participants to make informed decisions on their choices of recreation.				
3.2 Organisation develops strategies and demonstrates the ability to respond to a participant's changing needs.				
3.3 Organisation take reasonable care to avoid risks whilst maintaining an individuals ability to decide or chose a recreational experience in the least restrictive alternative.				
<p>Guidelines Statement 4: Privacy, Dignity and Confidentiality Ensure that relevant ethical practices are upheld in relation to confidentiality and privacy legislation and that individuals are treated with dignity and respect.</p>				
4.1 The organisation has policies and procedures addressing privacy and confidentiality.				
4.2 Personnel demonstrate the ability to implement privacy and confidentiality policies and procedures at all times.				
4.3 Recreational participants are advised of the usage, storage and disposal of personal information.				
4.4 A Code of Conduct is developed for all relevant stakeholders.				
<p>Guidelines Statement 5: Inclusion Develop and implement when necessary the least restrictive alternative guidelines which ensures that individuals can participate in recreation opportunities within their community.</p>				
5.1 Organisation recognise and develop strategies to address barriers to participation in recreational opportunities.				
5.2 Stakeholders encourage the development of formal and social networks to enhance the recreational opportunities of the individual.				
5.3 Strategies are developed and implemented that build on participants' ability and skills to access further community participation.				

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Guidelines Statement 6: Valued Roles Recreation opportunities are developed to enhance individual skill and abilities to promote a positive and valued role within the community.				
6.1 Organisations provide the opportunity for individuals to contribute to recreation as valued members of the community.				
6.2 Organisations develop and implement strategies that prevent discrimination and negative community perceptions.				
6.3 Stakeholders develop and encourage participation in capacity building of individuals.				
Guidelines Statement 7: Grievance Process Encourage and promote an evaluative process that fosters a continuous improvement model which is accessible to all stakeholders and ensures satisfactory resolution is achieved.				
7.1 Organisations develop and implement frameworks that provide accessible complaints and dispute resolution system.				
7.2 Participants are provided in appropriate format the complaints and dispute procedure.				
7.3 Organisation develop a system to link complaint resolutions to their continuous improvement plan.				
Guidelines Statement 8: Organisational Management High quality standards in the delivery of recreation are achieved through sound management practice and governance.				
8.1 Organisations corporate governance including structure, values, objectives and practices complies with legislative, Standards, administrative, financial and performance requirements.				
8.2 Organisations develop strategies to review and assess their operating performance.				
8.3 Organisations through a continuous improvement model demonstrate effective service delivery.				

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<p>Guidelines Statement 9: Legislation and Human Rights Abide by relevant legislation and human rights standards to ensure a positive recreational experience.</p>				
9.1 Organisations have a Member Protection Policy in place and ensure it is adhered to.				
9.2 Organisation train personnel to be knowledgeable of rights and develop strategies for the recognition, reporting and assisting people who have been identified at risk.				
<p>Guidelines Statement 10: Human Resources Recruit, employ and develop personnel that are committed to furthering their values, skills and knowledge to ensure recreation opportunities are facilitated within regulatory requirements and “good practice” standards.</p>				
10.1 Organisations have transparent policies and procedures in place for the recruitment and selection of personnel.				
10.2 Position descriptions outlining roles and responsibilities are in place for all paid and unpaid personnel.				
10.3 Appropriate personnel induction procedures are in place.				