



# ACCESSIBLE CLUBS GUIDE



## **ACCESSIBLE CLUBS GUIDE**

**The intention of an Accessible Clubs Guide is to ensure that university events are accessible for people with disabilities – whether they are attendees or organisers.**

**Events are an exciting and fulfilling part of the university experience that we believe everyone should be able to access and enjoy.**





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# SECTION 1: PLANNING STAGE

## Have you:

- Considered the time it may require people with mobility disabilities to move between areas/rooms, if the event is on a time schedule, and allowed for this
- Organised regular breaks and changeovers for sign language interpreters, if one is required
- Allowed for breaks for people with disabilities such as diabetes, or low attention span
- Involved people with disabilities in the planning process



## SECTION 2:

# PROMOTIONAL MATERIAL

In order to ensure that people who experience difficulties in hearing, seeing and communication can access the same information as other attendees, there are simple ways to ensure that promotional material is accessible.

### 2A: TEXT

#### Have you:

- Used a simple font (such as Helvetica or Arial) in promotional material
- Ensured all text is at least a minimum of 12 -point type size
- Printed any hardcopy promotional material on matte paper and in contrasting colours
- Ensured your designs have a clear visual hierarchy (arranging elements to show their order of importance)

#### Things to Avoid:

- Busy/crowded design
  - Aim to keep graphics simple and clear, and stick to important information only
- Large, overwhelming chunks of text
  - instead, simplify the text and break it up into a few points with clear headings and/or bullets
- Lack of colour contrast in background and text colours
  - Choose colours that contrast strongly to ensure readability for colour blind or vision impaired audiences
- Display (decorative) fonts as body text
  - Choose a simple font (sans serif for digital material and serif for print material) such as Arial, Helvetica, Calibri, Times New Roman, Verdana, or something similar
  - Be careful with decorative fonts for headings, and use your discretion to ensure the letters are easily recognisable

## 2B: CONTENT

### Have you:

- Stated on promotional material whether the venue is accessible to people who use wheelchairs
- Alerted attendees if they are required to stand for periods of time, and planned places they can rest while people remain standing
- Include information about the accessible facilities surrounding the event, such as location of parking or drop off/ pick up areas
- Encouraged guests to identify whether they have any access requirements, such as accessible parking or sign language interpreter
- Provided alternative ways for guests to contact you, such as via email
- Made promotional material available on request in alternative formats
- Included alternative text, such as image descriptions, for visual graphics on social media posts
- Limited use of 'emojis' in social media posts, as they can negatively affect text to speech software



## SECTION 3: LOCATION — EXTERNAL

Some people with disability require a continuous accessible path of travel, meaning there are no obstacles in the external or internal path of travel.

### 3A: ACCESSIBLE PARKING BAYS

Have you:

- Ensured the event location has an accessible parking bay
- Ensured the parking bay is identified by the international symbol of access
- Ensured the distance from the car park to the entrance is less than 40m

### 3B: CONTINUOUS ACCESSIBLE PATH OF TRAVEL

Is there a continuous accessible path of travel, to the building from the:

- Accessible parking bay
- Drop off/ pick up area

If there are steps to the building, have you:

- Checked there is a ramp available for wheelchair users
- Checked all steps have handrails

### 3C: ENTRANCE

Have you:

- Ensured the entrance door is easy to open
- Ensured there is clear door space of at least 80cm

## SECTION 4: LOCATION – INTERNAL

Have you:

- Ensured that any reception/check in desk is at a height that is accessible for people using wheelchairs
- Ensured the venue has an accessible path of travel from the entrance to any areas the guests will use
- Ensured all internal stairs have handrails
- Ensured all doors have a clear space of at least 80cm
- Ensured the venue has a non-slip surface floor
- Ensured any speaker's platforms are accessible
- Ensured that if participants have to use lifts to get to certain areas, that they are large enough for people using wheelchairs to access
- Ensured that any lifts have control buttons that can be accessed by people using wheelchairs, and that controls have raised buttons and Braille information, as well as audio information alerting people what floor they are arriving at





## SECTION 5: VISIBILITY

Have you:

- Checked that facilities in the venue are clearly signed
- Checked that the venue is well lit

## SECTION 6: TOILETS

Does the venue:

- Have an accessible unisex toilet
- Have accessible toilets available on the same floor as the event



## SECTION 7: FUNCTION

Everyone attending events has the same right and wish to be able to see any stages, hear any speeches, and understand any communication, as well as be able to make their way freely through different spaces. There are simple steps able to be made to ensure everyone's communication and accessibility needs are met.

### 7A: COMMUNICATION

Have you:

- Organised a position for an interpreter to stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements
- Ensured the venue has an audio loop installed

### 7A: SPACE FOR MOVEMENT

Is there:

- Sufficient walkways, at least 100cm, in any rooms being used
- At least 90cm space between any tables
- 71 to 84cm space under the table to allow a wheelchair to fit underneath

Have you:

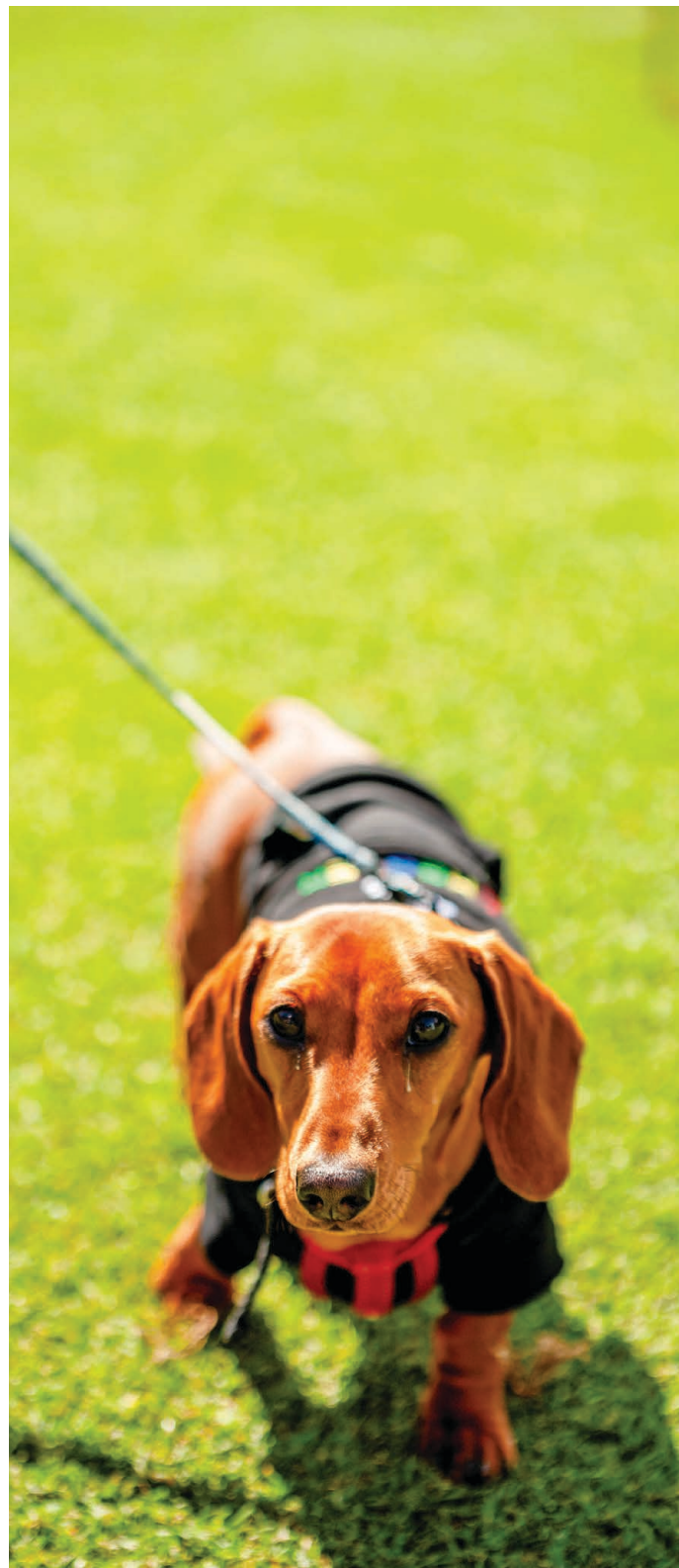
- Ensured evacuation procedures account for people with disabilities, including people with sensory impairments and mobility impairments
- Ensured there is good manoeuvrability around areas where food and drinks will be served



## SECTION 8: OUTDOOR EVENTS

Have you:

- Designed the layout of any stalls or tents so that they provide for best access and circulation
- Ensured the location of stalls or performance areas do not block kerb ramps
- Installed portable accessible toilet facilities, marquees, or first aid tents
- Supplied seating in the shade
- Provided drinking water at clearly identifiable points
- Designated small areas close to any stages for use by people using wheelchairs
- Covered some grassy areas with materials that make mobility easier
- Ensured cables are secure and don't present a trip hazard
- Produced and provided an 'Access Map' for the event and put the map and other access related information online
- For events requiring stretches of walking, such as protests, provided a walking map with first aid tents, exits, and toilets marked



# SECTION 9: EXTERNAL RESOURCES

## 9A: PROMOTIONAL MATERIALS

Universal Design Australia - <https://universaldesignaustralia.net.au/>

ACCESS ABILITY: A Practical Handbook on Accessible Graphic Design - <https://www.rgd.ca/resources/accessibility/access>

Colour Contrast Checker - <https://colourcontrast.cc/>

Vision Australia Resources - <https://www.visionaustralia.org/services/digital-access/resources>

## 9B: SOURCING AN INTERPRETER

<https://www.naati.com.au>

<http://accessplus.org.au>

