

ACCESSIBLE EVENT CHECKLIST

A practical checklist to help sporting events make important information easier to access for Deaf and hard-of-hearing participants.

BEFORE REGISTRATION OPENS

- ☐ Make accessibility and communication information easy to find on the event website.
- ☐ Give participants a clear way to tell you about communication or access requirements.
- ☐ Do not assume that 'Deaf accessible' means BSL alone - different people need different things.
- ☐ Identify who participants can contact with accessibility questions before event day.

BEFORE THE EVENT

- ☐ Send key information in writing, including timings, location, route details and any changes.
- ☐ Make briefings available visually as well as verbally where possible.
- ☐ Tell participants how starts, recalls, warnings and important announcements will be communicated.
- ☐ Brief staff, coaches, marshals and volunteers on inclusive communication.
- ☐ Record agreed individual adjustments so the participant does not have to explain them repeatedly.

ON ARRIVAL

- ☐ Make registration and information points clearly visible.
- ☐ Get the person's attention before speaking and face them when you communicate.
- ☐ Avoid giving important information while facing away or walking off.
- ☐ Check whether anything has changed since the pre-event information was sent.

ACCESS SHOULD CONTINUE AFTER THE START

Accessibility is not a box to tick at registration. Think about how information will reach people throughout the whole event.

DURING THE EVENT

- ☐ Do not rely only on whistles, shouted instructions or PA announcements for essential information.
- ☐ Use visual signals, signage or written updates where they can support spoken communication.
- ☐ Make route, schedule or safety changes accessible - especially last-minute changes.
- ☐ Make sure marshals and volunteers know how to get someone's attention respectfully before giving instructions.
- ☐ If someone does not respond, do not assume they are ignoring you. Get their attention and try again.

FINISH, RESULTS & PRESENTATIONS

- ☐ Do not rely on someone's name simply being called over a PA system.
- ☐ Use visible results, screens, boards, messages or another agreed method alongside announcements.
- ☐ If someone is receiving an award, make sure they know when and where they are expected.
- ☐ Think about communication at collection points, transport areas and post-event activities too.

HAVE YOU ASKED?

The checklist is a starting point - not a substitute for asking the individual.

A simple question such as **"What would help you access important information at this event?"** can prevent assumptions and help you agree practical adjustments before they become barriers.

Small changes. Better communication. More people included.