**SAMPLE Equity, Diversity and Inclusion (EDI) Development Plan**

**Personal/Professional Development**

Overview

* Personal/Professional (P/P) Development focuses on creating a foundation of education and understanding around equity, diversity and inclusion (EDI) – in both one’s personal and professional environments – and then continually building upon that foundation.

Increasing Awareness and Knowledge

* Essentially, P/P is the educational arm of the overall EDI Development Plan (i.e. increasing awareness and knowledge). Depending on your organization’s particular area of focus with regards to EDI, the topics and subject matter discussed will vary.
* The programs/initiatives listed below should not be made mandatory, but everyone in the organization should be strongly encouraged to attend if their schedule permits. This is not meant to be an exhaustive list of projects, nor do we suggest doing all of them at the same time.
* ***Sample Projects to Incorporate and/or Adapt for Development Plan***
  + **Lunch & Learns**
    - Lunch & Learns are 60-90 min. facilitated discussions that touch on different EDI topics, specifically looking at the historical impact of the topic on underrepresented populations and how it’s still being perpetuated today.
      * EXAMPLE: If you’re focused on engaging underrepresented racial/ethnic populations, beginning topics that could be covered include Implicit Bias, Microaggressions, Institutionalized Racism and the Model Minority Myth.
  + **Webinars and Guest Speaker Lectures**
    - There are many organizations that host workshops on EDI in the workplace, from specific topics (i.e. Microaggressions) to broad organizational initiatives (i.e. Embracing EDI as a workplace culture).
    - Share these workshop opportunities with your organization when possible, and encourage your members to attend those they find interesting or relevant to their position.
  + **Additional Internal Learning Opportunities**
    - In addition to the lecture-based teaching format, there are other ways to structure learning opportunities around EDI topics.
      * **Book Clubs –** Every quarter, your organization can read a different book (fiction or nonfiction) that touches on topics related to EDI, followed by an informal discussion to where people can share reactions to the book. Set a hard date for the discussion meeting, and have check-ins along the way to gauge participants’ progress.
      * **Weekly/Monthly Topical Discussions –** Depending on the capacity of members of your organization, you could hold weekly/monthly challenges that touch on different EDI topics. Find and share relevant resources throughout the week/month to build everyone’s understanding of the topic, and then hold a meeting at the end of the week to discuss what people took away from the resources.
        + The format of these discussions would differ slightly from the Lunch & Learns (L&L). While the L&Ls are designed to be longer, formal presentations on broad topics, these topical discussions can be shorter, less-formal and narrowly-focused. You could dive deeper on topics previously discussed in L&Ls or cover completely new topics.
  + **Resource-sharing**
    - In addition to sharing resources gathered from Lunch & Learns, Webinars/Lectures and other learning opportunities, encourage everyone to find and share resources on their own that are interesting and relevant to your organization’s EDI goals.
  + Skill-Development Workshops
    - Workshops and sessions emphasizing skill development can be essential to successfully practicing and implementing the “next-step” tactics that Lunch & Learns and other educational resources often touch on. Some examples of focus areas for these workshops include courageous conversations about race, coaching and managing a team composed predominantly of players of color, or other skill-building workshops to become an EDI leader for your organization.

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|  | **January/February** | **March/April** | **May/June** | **July/August** | **September/October** | **November/December** |
| *Increasing Awareness and Knowledge* |  |  |  |  |  |  |
| **Lunch and Learns** |  |  |  |  |  |  |
| **Webinars/Guest Lectures** |  |  |  |  |  |  |
| **Book Club** |  |  |  |  |  |  |
| **Weekly Topical Discussions** |  |  |  |  |  |  |
| **Resource-sharing: Articles, podcasts, books, etc.** |  |  |  |  |  |  |

**Infrastructure Development**

Overview

* Infrastructure Development is where your organization can create systemic change by turning words into action and statements into policy. It’s where the tangible, sustainable change for your organization is created, and where you can hold yourself and your members accountable for reaching the goals you initially set forth.
* Infrastructure Development is also where the EDI goals and initiatives for the organization become embedded within each of the organization’s different departments. Therefore, it is imperative that every member of the organization approaches their individual work “through an EDI lens” and is open to evaluating and revising their work to help the organization reach its EDI goals.

Establishing Goals and Priorities

* Here is where your organization can hold itself accountable to making EDI a priority. You can set regular meetings with your “EDI Team,” establish benchmarks and track the progress for the year, and build in time to prepare for next year’s development plan.
  + Your “EDI Team” (or whichever name you use) is your internal task force leading the organization with its EDI efforts. The size of your team will depend on the size and scale of your organization. We suggest having at least one EDI liaison from each department, as it is imperative for every department to be represented and held accountable for their work at each EDI Team Meeting.
* ***Sample Projects to Incorporate and/or Adapt for Development Plan***
  + **EDI Team Meetings**
    - EDI Team Meetings are regularly scheduled meetings that cover ongoing and upcoming projects/initiatives that contribute to the organization’s overall EDI goals.
    - The discussion at these meetings can include project status updates from each department, addressing a relevant EDI issue within your programming or local community, and/or planning ahead for future EDI initiatives.
  + **Sample Long-Term Infrastructure Goals**
    - **Diversity Hiring/Volunteer Plan**

Policies, Practices and Procedures

* With Infrastructure Development primarily focused on creating systemic change based on the initial EDI goals/statements, the majority of projects revolve around evaluating an existing structure “through an EDI lens” and then making significant changes that impact how that structure operates going forward.
* Components of an existing structure for an organization typically include their policies, practices and procedures, as well as various resources provided by the organization. Therefore, systemic change only occurs when we take a close look at these components to see where we can make changes to better operate as an organization with EDI as a top priority.
* ***Sample Projects to Incorporate and/or Adapt for Development Plan***
  + **Language Translations of Primary Resources**
    - To be more inclusive of youth and their families for whom English is not their first language (or not spoken at all), we encourage you to offer translations of your primary resources. This can be advantageous to enhancing your players’ ultimate experience.
      * Primary resources can include waivers, registration documents, introductory pamphlets and others that help welcome a participant to the sport and your organization.
    - USA Ultimate has provided an initial set of [resources translated in Spanish](https://usaultimate.org/resources/?_resource_filters=en-espanol), and is continuing to translate additional resources to its database.
  + **Coach/Volunteer Training Resources**
    - To effectively integrate EDI as a culture and priority throughout your organization, it is imperative that a component of any coach/volunteer training you provide be dedicated to their role in helping create a welcoming and inclusive environment for all participants.
    - For example, USA Ultimate has a detailed section about inclusion in their coaching manuals for all competition levels as part of the Coaching Development Program. There is also a facilitated discussion on the importance of creating an inclusive team environment as part of the coach certification workshop.
  + **Teaching Spirit of the Game (SOTG)**
    - Spirit Score Sheet
      * USA Ultimate recently revised its [Spirit Score Sheet](https://usaultimate.org/resources/spirit-score-sheet-examples/), removing subjective language and examples in an attempt to reduce the opportunity for bias to factor into evaluating and scoring opposing teams’ level of spirit.
      * When teaching your participants how to use the score sheet, make sure to emphasize the importance of *objectively* measuring a team’s spirit, and of considering - without prejudice - actions or behaviors that occurred *within the confines of the game.* This may also be an opportunity to raise awareness around implicit bias, which we all have, and how to counteract such bias.
    - Spirit Captain Role
      * USA Ultimate recently updated its [Spirit Captain Role](https://usaultimate.org/resources/spirit-captain-role/) document to include guidance on the role spirit captains can play in mitigating the impact of bias, touching on key attributes to practice and incorporate during conflict resolution.
      * The resource also touches further on how spirit captains should review the Spirit Score Sheet, as well as how to effectively use Spirit Circles to give praise as well as constructive feedback.

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| *Establishing Goals and Priorities* |  |  |  |  |  |  |
| **EDI Team Meeting** |  |  |  |  |  |  |
| **Diversity Staff/Volunteer Recruiting** |  |  |  |  |  |  |
| *Policies, Practices and Procedures* |  |  |  |  |  |  |
| **Translations of Primary Resources** |  |  |  |  |  |  |
| **Coach/Volunteer Training Resources** |  |  |  |  |  |  |
| **Teaching SOTG** |  |  |  |  |  |  |

**Community Engagement**

Overview

* Community Engagement revolves around engaging members of the ultimate community with your EDI efforts beyond simply keeping them informed (see Communicating Progress below). It can be beneficial to engage your local community in opportunities to collaborate on initiatives so they can be connected to the goals of the organization as well.
* There are two types of Community Engagement: Upstream and Downstream.

Upstream

* Upstream engagement centers on engaging your local ultimate community with your organization’s EDI efforts. This type of engagement involves you as the organization having the primary responsibility and autonomy for providing the engagement opportunity for your local ultimate community.
* Some strategies for upstream engagement include the following:
  + Encouraging your coaches to review the “inclusion” section of the USA Ultimate coaching manuals.
  + Increasing visibility of your local BIPOC members, LGBTQIA+ members and those from other marginalized communities by centering their stories and experiences on your website and any social media platforms.
    - You can also provide stories and experiences for USA Ultimate’s EDI Newsletter, which has featured guest blogs from diverse members of the community sharing their unique perspective and experience in ultimate.
  + Participating in national cultural celebrations through social media campaigns (ex: Black History Month, Women’s History Month, AAPI Heritage Month, Pride Month).
  + Creating and displaying an organizational inclusion statement. For example, USA Ultimate’s inclusion statement is prominently displayed on their [Equity, Diversity and Inclusion](https://usaultimate.org/equity-diversity-inclusion/) page.
* ***Sample Projects to Incorporate and/or Adapt for Development Plan***
  + Designing a disc that celebrates diversity -> 2019 Signature Series
  + Dedicating a component of your website to EDI

Downstream

* Downstream engagement, at its core, encompasses strategies around engaging underrepresented populations, whether from new or existing communities with the sport of ultimate. This is the “outreach” and “fundraising/development” arm of community engagement.
* Some strategies\* for downstream engagement include the following:
  + Partnering with local Youth Serving Organizations (i.e. YMCAs, Boys & Girls Clubs, Parks & Rec programs) to introduce ultimate to diverse youth.
  + Integrating ultimate into a local public and/or Title-I school’s gym program
  + Developing sustainable ultimate teams at local public and/or Title-I schools, and expanding existing playing opportunities to those new communities.

*\*Before engaging in any of these strategies, it is HIGHLY ENCOURAGED that you conduct a thorough evaluation of the demographics of your existing club and/or school teams. If the data reveals lower participation/retention numbers on your teams for any given demographic of participants, that information can help guide you as you consider new strategies for recruiting and retaining members of that demographic.*

* *Examples of* ***USAU-affiliate Community Engagement Projects***
  + ***AFDC Jrs. hosted weekly ultimate clinics for kids at the MLK Rec Center in Atlanta, Ga., bringing in paid coaches and working with volunteers at the center to run programming. They also successfully connected with a teacher at a local high school to help develop the school’s first boys’ ultimate team.***
  + ***Triangle Ultimate invested in building partnerships with several local Boys & Girls Clubs in Raleigh-Durham, N.C., bringing in paid coaches to run multi-week ultimate sessions for the kids.***

Communicating Progress

* The final component of Community Engagement, “Communicating Progress,” emphasizes the importance of keeping the community you serve informed of the great work your organization is doing in pursuit of achieving your EDI goals.
* ***Sample Projects to Incorporate and/or Adapt for Development Plan***
  + **EDI Newsletter (section or standalone)**
    - You may already have a recurring newsletter that goes out to all members of your organization, so you can either include an additional component dedicated specifically to your EDI work or create a separate newsletter.
  + **Board Reports/Updates (if applicable)**
    - If your organization has recurring board calls and meetings, we encourage creating high-level reports that update them on the most relevant ongoing EDI projects.

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| *Upstream* |  |  |  |  |  |  |
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| *Downstream* |  |  |  |  |  |  |
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| *Communicating Progress* |  |  |  |  |  |  |
| **EDI Newsletter** |  |  |  |  |  |  |
| **Board Updates** |  |  |  |  |  |  |