



## MODULES

1. Recognition
2. Language
3. Visibility

### 4. Documents

5. Spaces
  6. Protection
  7. Innovation
  8. Intersectionality
  9. Communications
- Extra: Legal issues

We make a binding commitment to review and adapt our forms, statutes, contracts, correspondence, and other documents so that they are inclusive of all genders.

## What do documents have to do with trans, intersex, and non-binary (TIN) participation in sports?

### 1. Designing documents to encourage participation by TIN people

*Keno was assigned female at birth, but Keno is non-binary. Keno has been to several trial sessions and would now like to join the club. The coach gives Keno a registration form. Now Keno doesn't know whether the name "Keno" can be used on the form as it is not yet listed on official documentation. Keno is asked to choose an honorific – "Mr." or "Ms." – on the registration form, but Keno is non-binary, so neither is appropriate. Keno uses "Keno" in place of a pronoun (she, he, they, etc.) In addition, Keno is asked to list a nationality and does not understand why this is relevant information for a sports club.*

TIN people do not identify – or do not fully identify – with the gender they were assigned at birth. For that reason, many TIN people do not use the name listed on their birth certificates. Therefore, many TIN people choose to change their name and/or gender marker. This often leads to temporary situations in which the name listed in their official documents does not match their chosen name.



## Recognizing names and genders

A person's chosen name can be used in almost any situation. According to the law in Germany, the name on a person's official form of identification must be used only when appearing as a witness in a court of law, when asked for identification by the police, and when opening a bank account. So, there is no reason not to recognize a person's chosen name. Chosen names are even valid for use with direct debit authorizations and bank transfers. Along the same lines, it is important to accept the gender with which each individual person identifies. It can be helpful to include gender and pronouns or forms of address (Mx., Ms., Mr.) on the registration form, if needed.

If you are unsure how to handle player's passports or other documentation required for competitions or internal statistics, simply speak with the person directly. Normally, there is a creative solution for every problem. If you encounter barriers, for example due to federation rules, use this as an opportunity to start a conversation on the subject. Many sports federations have no fixed rules governing participation by TIN people. When individual clubs and organizations get involved, they can make real change! Just a few years ago, it was inconceivable that a boxer would be allowed to wear a hijab (headscarf) during a match. Now, German boxer Zeina Nassar, who wears a hijab, is a celebrated athlete, both in Germany and around the world.

## Considering whether information is necessary

Ask yourself: What information is really relevant for membership in your organization and why? Avoid requesting information if it is completely unnecessary or unnecessary at the time.

## Taking all genders into account

Use all four legal gender options (see graphic above) in all forms and registration materials, fee exemption forms, invoices, your organization's software, and anywhere else gender information is requested. You can change the forms yourself. Software may need to be customized or replaced, if necessary. Does your sports federation take all genders into account in their statistics? If not, report this to the federation and request the option of reporting all genders. beim Verband an und sagt, dass ihr alle Geschlechter melden wollt.

### REGISTRATION

1. LAST NAME: .....

2. FIRST NAME(S): .....

TITLE/FORM OF ADDRESS: In written correspondence, we address everyone with "Hello [First Name]"

3. PRONOUN: .....

4. GENDER (for internal statistics):

f  d  m  not specified

Note: If your legal gender marker does not match the gender category you wish to select or if you are uncertain about whether you will be able to participate in the category of your choice or about the available options or requirements for your selection, please contact [contact partner].

5. Payment information:

IBAN: .....

## 2. Using gender-inclusive language in documentation

*Zeynep would like to start practicing gymnastics again after many years and searches online for a club in her area. The club's website, statutes, and forms are peppered with language that is not gender inclusive, (e.g., "chairmen of the board," "spokesman"). Zeynep wonders if she, a trans woman, will be welcome at the club.*

The forms of address, terminology, or gendered language used in documents can impact whether or not and the extent to which TIN people feel addressed, recognized (→ EM 1 Recognition) and represented (→ EM 3 Visibility). The use of purely masculine pronouns in documents (e.g., "each team member is required to purchase his own equipment") frequently indicates that the organization has engaged in little serious discussion on gender diversity (→ EM 2 Language).



### How can I write documents using gender-inclusive language?

Gender-inclusive terms and formulations: Educational module 2 (Language) contains examples of gender-inclusive language and gender-neutral forms of address. Here is a short list of examples of gender-inclusive terms and formulations specifically designed for use in your documentation along with their more conventional counterparts:

#### Conventional formulation

"All boys and girls are required to bring their own uniforms to practice."

"An applicant must submit his/her proposal by the first of the month."

"Each working group may select its own spokesman."

"Dear Mr./Ms. [Last Name],"

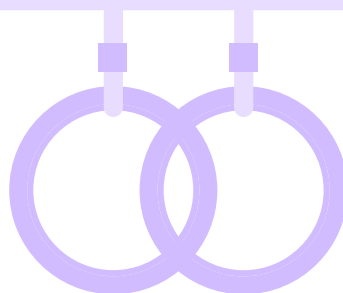
#### Gender-inclusive formulation

"All youth players are required to bring their own uniforms to practice."

"Applicants must submit their proposals by the first of the month."

"Each working group may select its own spokesperson."

"Dear [First Name Last Name]"





### 3. Providing access through language in documents

*Meral is intersex, and they moved to Germany just a few months ago. They love basketball, and they are quite a talented player. But the clubs Meral has found so far have only German-language websites and registration forms. Meral's first language is Arabic, but they also speak fluent English. Documents in Arabic or English would be very helpful to them.*

Association documents, such as statutes, registration forms, or correspondence are frequently only available in a country's official language, in this case, German. Yet this prevents many people from accessing these documents. By translating documents into other languages, including basic language options (e.g., Simple English or "leichte Sprache") and offering sign language or captioning options for media, you can make your documentation available to a wider audience. Of course, this is only recommended if your organization also offers courses in these languages.



#### Questions for consideration

- What groups of people currently have access to your organization? What other people should you reach out to?
- Where in your organization is gender-related information and other information (e.g., nationality) really necessary, and where do you request it because it has always been part of the documentation process?
- What external federation structures are you required to comply with, and where do you have room for flexibility in your documents? Could you help to change existing structures?
- What preconceptions make it difficult for you personally to recognize other people's chosen names and gender identities?
- Which rules do you think are appropriate and why? How is your organization involved in helping change the rules that prevent TIN people from participating in sports?

