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## Club Quick Start Action List

- ☐ **Appoint an EDI Champion or Care Team Lead**
  - Identify a club member (or members) who is passionate about equity, diversity, and inclusion.
  - Designate this person as the EDI Care Team Lead to guide ongoing discussions and initiatives.
- ☐ **Conduct a Capacity Assessment**
  - Review existing club policies, practices, and resource gaps.
  - Document current strengths and identify key areas for improvement in leadership, operations, and member support.
- ☐ **Establish Initial Communication Guidelines**
  - Develop a basic code of conduct that reflects inclusive language and respectful interactions.
  - Ensure that introductions and communications incorporate self-identification of pronouns.
- ☐ **Organize a Kick-Off Meeting**
  - Host an open session for members to discuss the vision for a more inclusive club culture.
  - Present the goals and benefits of creating a SafeR Space and invite feedback for initial actions.
- ☐ **Review and Curate Resources**
  - Collect basic resources, including sample codes of conduct, EDI training materials, and inclusive language guides.
  - Provide a list of online accessibility tools for reviewing your club's promotional materials.
- ☐ **Plan an Education Session**
  - Schedule a training or workshop focused on cultural competency and inclusive practices tailored for your club.
  - Invite external speakers or use in-house expertise to explain intersectionality and the importance of diverse representation.
- ☐ **Implement an Inclusive Event or "Try-Out" Day**
  - Plan an introductory ride or club event that explicitly welcomes equity-deserving members.
  - Ensure the event features clear messaging on inclusion and accessible meeting points (e.g., gender-neutral restrooms).
- ☐ **Set Short-Term Goals and Review**
  - Define clear, achievable goals (e.g., improving communication materials, updating the club website) for the next quarter.
  - Establish a process for regular check-ins and feedback to adjust initiatives as needed.