

Title: Memorandum of Understanding Template

This is an agreement between [_____] and [_____]

It details the expectations of [_____] and your rights as a trans or gender variant person. This is to make sure your experience is as good as possible, and to protect your rights. You can use this document to make sure you are getting what you need and it can be updated regularly to ensure it remains relevant. We will ensure you have equal access to the activities and facilities we provide and to do so we would like to discuss the following:

Names and Records

<ul style="list-style-type: none"> • Name changes • Pronouns • Updating records • Changes of name 	
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Uniforms, Clothing, Makeup, Hair and Jewelry

<ul style="list-style-type: none"> • What uniform is acceptable • Makeup, hair and jewelry • Reasonable accommodations in single- gender organizations 	
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** With respect to gymnastics and swimming, transgender athletes should be permitted to wear whatever uniform is most comfortable for them so long as it meets the NGB requirements and covers the parts of the body which would normally need to be covered.*

Toilets & Changing Facilities

<ul style="list-style-type: none"> • What toilets are available • Changing facilities • Comfort & safety • Access to single-stall facilities if preferred 	
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Records & Confidentiality

<ul style="list-style-type: none"> • Updating records • Deciding who needs to be informed of the trans or gender variant identity, if applicable • Deciding if and how you want to come out, if applicable • Damage control if you are outed without your consent 	
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Overnight Travel

<ul style="list-style-type: none"> • Safeguarding concerns • Accommodation & facilities on overnight travel • Access to gender-segregated dorms etc • Privacy and confidentiality • Other access needs 	
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Point of Contact

<ul style="list-style-type: none">• Who is the point of contact if you need help or support	
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Parental/Guardian/Carer Involvement

<ul style="list-style-type: none">• The extent to which your parents/guardians/carers are involved, if applicable• Paramourncy of the trans person• Privacy and confidentiality	
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Any other information

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I [_____] agree that this document reflects what I need and reasonably accommodates those needs

Print your name here: _____

Signed: _____ Date: ___/___/___

[_____]: We agree that this document is appropriate to accommodate the needs of [_____] and we will make adjustments as detailed to ensure their rights are protected and their experience is good.

Print your name here: _____ Role in club: _____

Signed: _____ Date: ___/___/___

This Memorandum of Understanding will be reviewed on Date: ___/___/___