SPORT ADMINISTRATOR ETOOLKIT FOR MENTAL HEALTH AND WELLBEING

TEMPLATE

MENTAL HEALTH AND WELLBEING EVENT TEMPLATE

Template Purpose

The purpose of this **Mental Health and Wellbeing Event Template** is to support your State Sporting Association (SSA) to easily communicate with member organisations to share the details for them to participate in an SSA led mental health round or other mental health and wellbeing initiative.

Change the content before sending to members to outline the details of the event that you are running. You can also adapt the messaging to use the template as an email attachment or in other social media communication channels.

<insert logo here>

<Initiative Name>

*Example: Mental Health and Wellbeing Week.*

Event Purpose

*Example: Activities that raise awareness of mental health and wellbeing may have a positive impact on people’s mental health and wellbeing, reduce stigma, and encourage help seeking behaviours.*

*Therefore, the purpose of our Mental Health and Wellbeing Week is to have a designated period of time for our community to put a spotlight on mental health and wellbeing. This will enable us to promote mental health and wellbeing awareness, reduce stigma, and encourage help seeking behaviour.*

Event Details

*Example: Throughout the week provide information about mental health and wellbeing support via your social media channels, posters, and flyers.*

Steps to Take

*Example:*

*1. Nominate an event coordinator and associated volunteer crew to assist.*

*2. Identify the specific communication channels and locations for information to be shared.*

*3. Gather and prepare the resources (see the helpful list of resources you can access on this below!).*

*4. Send a communication out via email, Facebook, and WhatsApp to launch Mental Health Week.*

*5. Promote mental health and wellbeing throughout the week!*

Resources

*Example:*

* *Check out the following resources from the* [***True Sport - Sport Administrator eToolkit for Mental Health and Wellbeing***](https://sportwest.com.au/how-we-help/mental-health/etoolkits/) *:*
* [*True Sport - Community Links*](https://sportwest.com.au/how-we-help/mental-health/community-links/) *webpage.*
* [***Mental Health and Wellbeing Event Suggestions Tipsheet***](https://www.sportwest.com.au/true-sport/files/MenHealth_SATK_MHWB_Event_Template/) *for extra tips on running this event.*

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