

KESCAB Online HUB
Inclusion & Accessibility Manual for Users
Knowledge, Experience Sharing and Capacity Building in Sport for All

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INTRODUCTION TO ACCESSIBILITY ON THE KESCAB HUB

1.1 Purpose of This Manual

This manual serves as a comprehensive guide for all KESCAB Hub users to understand and utilise the platform's accessibility and inclusion features. For a hub user accessing the hub for the first time, this guide will help you navigate the platform effectively, regardless of your abilities, preferences, or assistive technology needs.

The KESCAB Hub is committed to ensuring that everyone in the global Sport for All community can participate fully in capacity building, knowledge sharing, and collaborative learning.

1.2 What is Digital Accessibility?

Digital accessibility means designing and developing online platforms so that people with disabilities can perceive, understand, navigate, interact with, and contribute to the web equally with others. Digital accessibility goes beyond technical standards, web architecture and design. Persons with disabilities have the right to access information and communication technologies on an equal basis with everyone else.¹This includes people with²:

- **Visual impairments** (blindness and low vision)
- **Hearing impairments** (deafness and hearing loss)
- **Motor/mobility impairments** (limited movement)
- **Cognitive and learning disabilities** (dyslexia, attention difficulties, memory challenges)
- **Speech disabilities**
- **Temporary disabilities** (broken arm, lost glasses)
- **Situational limitations** (photosensitivity, bright sunlight, noisy environment)

Accessibility also benefits everyone by improving overall usability, mobile compatibility, and user experience.

1.3 KESCAB Hub's Commitment to Inclusion

The KESCAB Hub is designed with universal accessibility at its core. Our platform:

- **Complies with WCAG 2.2 AA Standards:** We meet the Web Content Accessibility Guidelines Level AA, an internationally recognised standard for web accessibility
- **Employs EqualWeb AI Technology:** Dynamic, AI-driven accessibility tools that adapt to individual user needs in real-time
- **Supports Multiple Languages**

¹ <https://digital-strategy.ec.europa.eu/en/policies/web-accessibility>

² <https://www.w3.org/TR/WCAG22/#background-on-wcag-2>

- **Works Across Devices:** Fully responsive design for smartphones, tablets, and desktop computers

1.4 Who Should Use This Manual?

This manual is designed for:

- **New Users:** Learn how to access and customize accessibility features from your first visit
- **Users with Disabilities:** Find specific guidance for using the hub with various assistive technologies
- **Trainers and Facilitators:** Understand how to create accessible learning materials
- **All Hub Members:** Discover features that improve everyone's experience

1.5 Overview of the Six Hub Spaces

The KESCAB Hub comprises six distinct learning and collaboration spaces, all designed with full accessibility:

1. **Open Platform:** Public space for everyone to discuss, debate, and share knowledge on Sport for All topics
2. **Trainers of Trainers (ToT) Space:** Dedicated area for ToT meetings, interactive sessions, and accessing training materials
3. **Trainers Space:** Platform for trainers delivering multilingual capacity building with meeting tools and resources
4. **Trainees' Space:** Collaborative area for participants to discuss learnings, access materials, and work together
5. **Alumni Space:** Continuing education and networking space for post-training engagement
6. **Project Partners & Advisory Board Space:** Governance platform for partner meetings, feedback, and strategic discussions

All spaces are accessible with appropriate permission levels and include consistent accessibility features throughout.

2. UNIVERSAL DESIGN PRINCIPLES AND STANDARDS

2.1 WCAG 2.2 AA Compliance

The KESCAB Hub adheres to the Web Content Accessibility Guidelines (WCAG) 2.2 Level AA, published by the World Wide Web Consortium (W3C). This internationally recognised standard ensures our platform is³:

Perceivable: Information and user interface components are presentable to users in ways they can perceive

- Text alternatives for non-text content
- Captions and transcripts for multimedia
- Content adaptable to different presentations
- Sufficient colour contrast

³ <https://www.w3.org/WAI/WCAG22/Understanding/intro#understanding-the-four-principles-of-accessibility>

Operable: User interface components and navigation are operable by everyone

- Keyboard accessible functionality
- Sufficient time for users to read and interact with content
- Content that does not cause seizures or physical reactions
- Easy navigation and findability

Understandable: Information and operation of the user interface are understandable

- Readable and predictable text
- Consistent navigation and identification
- Input assistance and error prevention

Robust: Content is compatible with current and future assistive technologies

- Compatible with assistive technologies
- Valid, well-structured code

2.2 EqualWeb AI-Driven Accessibility

The KESCAB Hub integrates EqualWeb, an advanced AI-powered accessibility solution that provides:

- **Dynamic Compliance Monitoring:** Continuous scanning and automatic remediation of accessibility issues as content is added to the platform
- **Personalised User Profiles:** AI learns individual user preferences and automatically applies them across sessions
- **Real-Time Adjustments:** Instant modifications to contrast, text size, spacing, and other visual elements based on user needs
- **Automated Alt Text:** AI-generated descriptions for images that lack alternative text
- **Multi-Language Support:** Accessibility tools function seamlessly across all platform languages
- **Adaptive Technology:** The system evolves with user behaviour, improving accessibility recommendations over time

2.3 Seven Principles of Universal Design

The KESCAB Hub design reflects universal design principles⁴:

1. **Equitable Use:** The hub is useful to people with diverse abilities
2. **Flexibility in Use:** Accommodates a wide range of preferences and abilities
3. **Simple and Intuitive:** Easy to understand regardless of experience or knowledge
4. **Perceptible Information:** Communicates necessary information effectively
5. **Tolerance for Error:** Minimises hazards and adverse consequences of errors
6. **Low Physical Effort:** Can be used efficiently and comfortably with minimal fatigue
7. **Size and Space for Approach and Use:** Appropriate size and space for interaction

2.4 Mobile and Cross-Browser Accessibility

The hub maintains full accessibility across:

⁴ <https://universaldesign.ie/about-universal-design/the-7-principles>

- **Devices:** Smartphones (iOS, Android), tablets, laptops, and desktop computers with a responsive design that adapts to screen sizes
- **Browsers:** Latest versions of Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, and other modern browsers
- **Operating Systems:** Windows, macOS, iOS, Android, and Linux

All accessibility features function consistently across these platforms, ensuring equitable access regardless of technology choices.

3. ACCESSIBILITY FEATURES OVERVIEW

3.1 Visual Accessibility Features

- **Screen Reader Compatibility**

The KESCAB Hub is fully compatible with leading screen readers

- **Text-to-Speech Functionality**

Built-in text-to-speech allows users to have any text content read aloud:

- Adjustable speech rate (slow, normal, fast)
- Multiple voice options
- Pause, rewind, and forward controls
- Highlight text as it is read
- Works on all text content: courses, discussions, resources, and interface elements

- **High Contrast Mode**

Users can activate high contrast themes to improve visibility.

- Maintains WCAG AA minimum contrast ratio of 4.5:1 for normal text and 3:1 for large text

- **Scalable Text and Zoom**

Text size is fully adjustable without breaking the layout.

- Maintains readability and navigation at all zoom levels
- Responsive reflow ensures content remains accessible on smaller screens

- **Colour and Contrast Adjustments**

- Custom colour filters for specific vision conditions

- **Alternative Text for Images**

Every image includes descriptive alternative text that:

- Describes image content and function
- Provides context for screen reader users
- Is concise yet informative

For complex images (charts, diagrams), long descriptions are provided in accessible formats.

3.2 Auditory Accessibility Features

- **Captions for Video Content**

All video content includes:

- **Closed captions:** Synchronised text displaying spoken words and relevant sounds
- Accurate transcription of all speech

- **Transcripts for Audio and Video**

Complete text transcripts are provided

- **Visual Alerts and Notifications**

Sound-based notifications have visual equivalents:

- On-screen notifications for new messages

3.3 Motor and Mobility Accessibility Features

Skip Navigation Links

"Skip to main content" and "Skip to navigation" links allow users to:

- Bypass repetitive navigation menus
- Jump directly to primary content
- Navigate efficiently without tabbing through dozens of links

3.4 Cognitive and Learning Accessibility Features

Clear Error Messages

When users make mistakes:

- Error messages explain what went wrong in simple language
- Specific guidance on how to fix the error
- Errors are highlighted visually and announced to screen readers
- Prevention hints appear before submission (e.g., "Password must be at least 8 characters")

Consistent Navigation

- Navigation menus appear in the same location on every page
- Consistent terminology throughout the platform
- Predictable link behaviour

3.5 Multi-Language Accessibility

The hub supports multiple languages

4. CREATING ACCESSIBLE CONTENT

4.1 Guidelines for All Users

As a member of the KESCAB Hub community, you can help ensure accessibility by creating content that everyone can access.

When Posting in Forums:

- **Use Clear Language**

- Write in simple, straightforward language
- Avoid jargon unless necessary (and define it)
- Keep sentences concise
- Use numbered or bulleted lists for steps or multiple points

- **Structure Your Post**

- Use a clear subject line

- Break long posts into paragraphs
 - Use white space for readability
 - Put the most important information first
- **Add Alternative Text to Images** When uploading images:
 1. Click "Upload Image"
 2. Select your image file
 3. Fill in the "Alternative Text" field with a brief description

4.2 For Content Providers: Creating Accessible Course Materials

- **Video Content:**
 - **Provide Captions**
 - Upload caption files with your videos
 - Ensure captions are accurate and synchronised
 - **Add Audio Descriptions** (for important visual content)
 - Describe key visual elements not conveyed through dialogue
 - Pause video and insert description, or provide extended audio description track
- **Provide Transcripts**
 - Upload full text transcript with video
 - Include speaker names and time stamps
 - Describe relevant sounds and music
 - Make transcript downloadable
- **Presentation Slides:**
 - **Use Sufficient Contrast**
 - Dark text on light background or vice versa
 - Avoid colour combinations like red/green (problematic for colorblind users)
- **Use Clear Fonts**
- **Structure with Headings**
 - Use built-in heading styles, not just large bold text
 - Create logical hierarchy (Title → Heading 1 → Heading 2)
- **Describe Images in Slides**
 - Add alt text to every image, chart, and diagram
 - For complex charts, provide a verbal description in speaker notes

Documents (PDFs, Word):

- **Use Accessible Templates**
- **Make Interactive Elements Accessible**
 - If PDF includes forms, ensure all fields are labelled
 - Links should have descriptive text
 - Tables should have header rows marked

Quizzes and Assessments:

- **Write Clear Questions**
 - Use simple, direct language
 - Avoid double negatives
 - One idea per question

- **Provide Adequate Time**
 - Default time limits should be generous
 - Allow students to request extensions
 - Option to pause and resume

- **Offer Alternative Formats**
 - Multiple choice, short answer, essay options
 - Allow oral responses or video submissions for students who struggle with writing
 - Accept submissions in various accessible formats

5. RIGHTS, FEEDBACK, AND CONTINUOUS IMPROVEMENT

5.1 Your Rights to Accessible Digital Content

The KESCAB Hub is committed to ensuring equal access for all users in compliance with: International Standards:

- **UN Convention on the Rights of Persons with Disabilities (CRPD):** Right to access information and communications technologies
- **Web Content Accessibility Guidelines (WCAG) 2.2:** International standard for web accessibility
- **European Accessibility Act:** EU directive ensuring accessibility of products and services

Users Rights:

- **Right to Access:** You have the right to access all features and content on the KESCAB Hub
- **Right to Equivalent Experience:** Accessibility features should provide an experience equivalent to non-disabled users
- **Right to Accommodations:** You can request reasonable accommodations for your specific needs
- **Right to Alternative Formats:** Request content in formats that work for you
- **Right to Privacy:** Your accessibility needs and accommodation requests are confidential
- **Right to Complain:** If accessibility barriers prevent your participation, you can file a formal complaint

5.2 Continuous Improvement Commitment

Accessibility Enhancements:

The KESCAB Hub accessibility is never "finished." We commit to:

- **Regular Audits**

- **Responsive Fixes**
- **Feature Improvements**
- **Transparency**

Our Commitment:

The KESCAB Hub is committed to ensuring digital accessibility for people with disabilities. We will work to continually improve the user experience for everyone and apply relevant accessibility standards.

CONCLUSION

The KESCAB Hub is designed for everyone in the Sport for All community. Our comprehensive accessibility features ensure that all users, regardless of ability, technology, or circumstances, can fully participate in capacity building, knowledge sharing, and collaborative learning.