

DEAN TENNIS & SQUASH CLUB

DIVERSITY AND INCLUSION POLICY

Including Reporting Procedure

The Policy takes account of and acknowledges guidance provided in the British Tennis Diversity and Inclusion Policy (version: September 2017) and of the Equality Policy published by Scottish Squash (version: March 2018).

Policy drafted by: Jerry Williams (President)
Amanda Jones (Welfare Officer)
Russell Whyte (Committee Member)

Approved by: Dean Tennis & Squash Club Management Committee
Date: 17th September 2018
Review date: November 2022

Policy reviewed November 2020 with minor amendments made by:

Jerry Williams (President), Amanda Jones (Welfare Officer) & Catherine Baker (Committee member)

Policy Statement

The Dean Tennis & Squash Club (the Club) endorses the principle of equality and recognises its obligations under the Equality Act 2010. It seeks to ensure that:

- membership of the Club, participation by non-members, employment by the Club and appointment to the Committee, team captaincy or other volunteer positions will not be restricted by: age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; sex; sexual orientation; religion or belief; race including colour, nationality, ethnic or national origins known collectively as '**Protected characteristics**'.
- In addition, membership of the Club is not restricted by the individual's ability to play tennis or squash
- And that, whilst participating in the activities of the Club or providing services at the Club, individuals can be assured of an environment in which their rights, dignity and individual worth are respected, and, in particular, they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

Scope

The policy applies to:

- members of the Club, visiting players (guests or members of teams), other visitors including parents of children, contractors (including coaches) and their employees
- all activities on the Club's premises both sporting and social
- activities at other sport's venues at which members are participating as representatives of the Club or under arrangements negotiated by the Club.

Note that no provision is made in this Policy for employees of the Club since all services provided to the Club are carried out under contract.

Responsibility for implementation of the Policy

The Club's Management Committee has responsibility for the implementation and review of this policy with the lead role being taken by the Club's President.

The Management Committee appoints a Welfare Officer who reports directly to the Committee. Her/his role is:

- to advise the Committee on policies for safeguarding and for diversity;
- to assist the Committee in ensuring that the correct procedures are followed should there be any safeguarding or diversity and inclusion concerns.

Members of the Club must abide by this policy and report any concerns to the Welfare Officer or a member of the Committee

Types of discriminatory behaviour

The Club recognises the different forms of discriminatory behaviour:

- *Direct discrimination*: treating someone with a protected characteristic less favourably than others.
- *Discrimination by association*: discrimination against someone because they are associated with another person (e.g. partner) who possesses a protected characteristic.
- *Indirect discrimination*: putting rules or arrangements in place that apply to everyone, but which place someone with a protected characteristic at an unfair disadvantage.
- *Harassment*: unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- *Victimisation*: treating someone unfairly because they've complained about discrimination or harassment.

Protected characteristics are those defined in the Equality Act 2010. For the purpose of this Policy, the definitions of the forms of discrimination would also apply to members or others participating at sport in the Club who have the characteristics listed in the second bullet point of the Policy statement above.

For the purpose of this Policy, the Club notes that harassment includes harassment on social media.

Lodging and investigating a complaint

The Appendix to this Policy sets out the procedures to be followed by members or other persons who consider that they have suffered discrimination. It outlines the procedures to be followed by the Club in order to investigate the complaint and, if necessary, to discipline the person(s) about whom the complaint is made.

The Club will consult with the LTA Safe and Inclusive Tennis Team or Scottish Squash as appropriate should further advice be required in managing individual complaints. Individuals who consider their complaint is not being taken seriously can contact the Equality Advisory and Support Service (EASS) <http://www.equalityadvisoryservice.com/> for further advice.

Contact details

Contact details for the Welfare Officer and Management Committee members are provided on the Club's website and on the Committee Notice Board in the clubhouse.

APPENDIX

Complaints Procedure: Equality and Diversity

Any person who considers that they have suffered discrimination or harassment whilst at the Club or taking part in any event organised by the Club should report this to a member of the Management Committee or to the Club's Welfare Officer.

The Welfare Officer or Committee member to whom the complaint is made must inform the Club's President. The President will nominate a member of the Committee or the Welfare Officer to investigate the complaint.

The investigator will make a record of the complaint. (S)he will ask the complainant for the following details:

- What happened
- When and where did it happen
- The name of the perpetrator whose behaviour was considered discriminatory
- Names of any witnesses to the event
- Information about any other person(s) who may have been treated similarly including their name(s) provided that they consent to being involved
- Details of any previous incidents involving the perpetrator
- An indication of the desired outcome.

The complainant will be asked to read and sign the form to confirm it to be a true record.

The investigator will meet with alleged perpetrator to establish whether s(he) agrees with the recorded information. The investigator will use their discretion to decide whether a meeting between the two parties is necessary or desirable. If, in the view of the investigator, the two individuals are able to reconcile their differences through, for example, an apology, no further action need be taken other than advise to the perpetrator over future conduct. The record of the incident will be held for 6 months and then destroyed provided there is no further incident.

If the complaint is upheld and there is no reconciliation between the two individuals or the investigator considers the complaint of sufficient magnitude to warrant further action, the investigator will provide a report to the Management Committee to decide on further action. This could include: suspension or termination from membership.

If it is a non-member who is, for example, playing as a visitor, taking part in a social event, a parent with their child at a coaching session, they will be warned that repeat offending could lead to exclusion from the Club.

If the offender is a contracted Coach, advice would be sought from the relevant sport's governing body.

If the perpetrator is an employee of a company contracted to the Club, the contractor would be informed. Depending on the level of offence, the contractor would be required to provide an alternative employee for work at the Club or the contract would be cancelled.

If the offence occurs when the member is representing the Club at another venue and the offender is a member of that venue, the President will provide that Club with a report of what happened. If in the view of the Committee, the host Club does not take appropriate action for a serious offence warranting suspension or dismissal, a report would be sent to the relevant sport's governing body.