

Cheam Fields Club



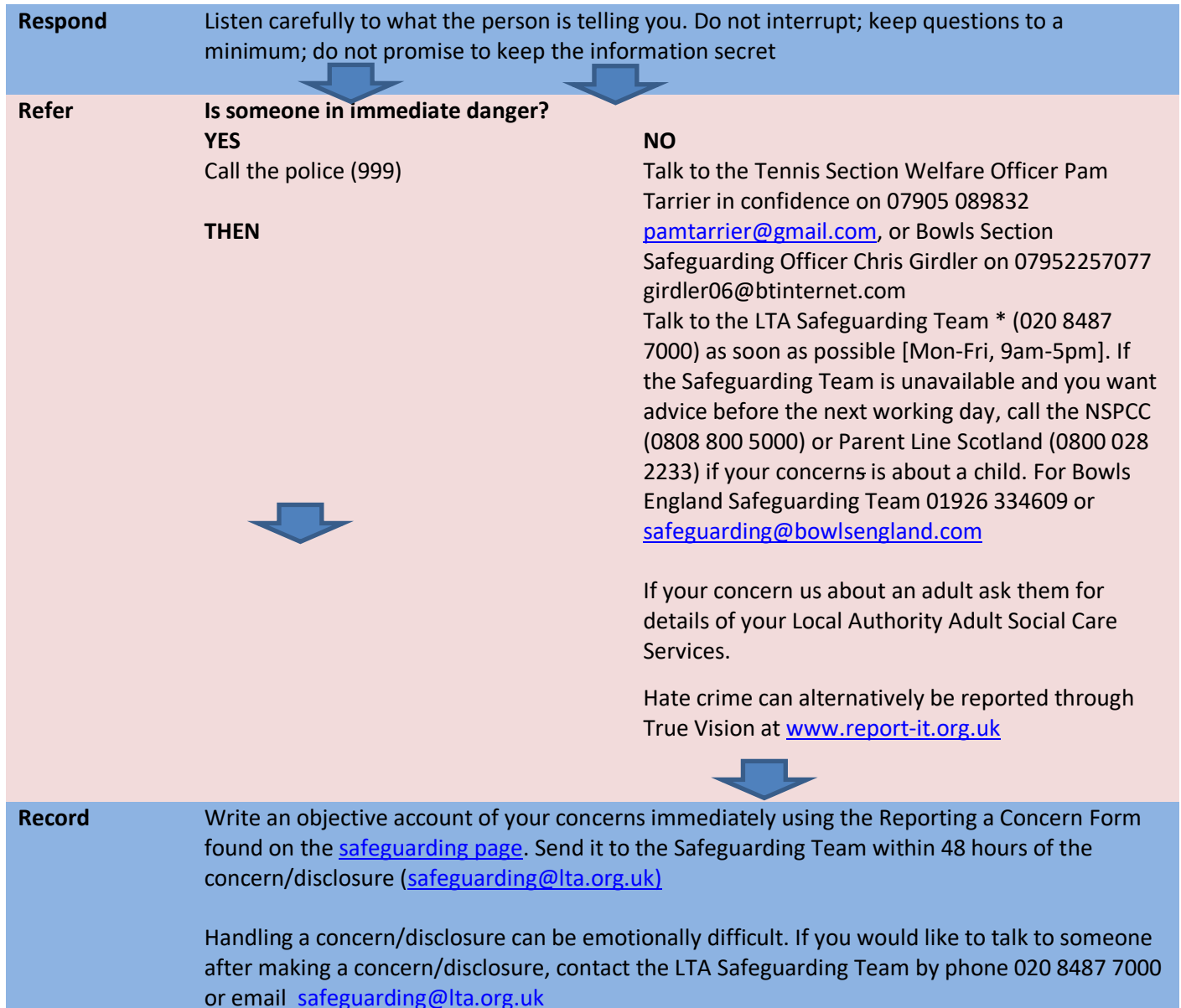
Equity, Diversity and Inclusion (EDI) Policy

Including Code of Conduct and Reporting Procedure

This policy has been taken from a template provided by the LTA and advice from Bowls England. Cheam Fields Club is committed to providing a safe and inclusive environment for all club members, irrespective of which of our sports you participate in.

Concern Reporting Procedure

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:



(See Safeguarding Policy for more details on what to do if a disclosure from a child or adult at risk is made to you)

Equity, Diversity and Inclusion (EDI) in Cheam Fields Club

Purpose of this policy

This policy sets out our commitment to a culture of everyday inclusion and driving greater diversity and equitable outcomes in tennis and bowls. It outlines some of the ways in which we will work to bring this commitment to life. It sets out what our membership can expect of us and holds us to account in the way we operate on a day-to-day basis. We will ensure that:

- Sport is diverse and inclusive
- Equity, Diversity and inclusion are embedded in our club's culture and our behaviours
- We create a culture where inclusive leadership thrives
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

Who is responsible for the implementation of this policy?

While helping to build a culture of inclusion and drive greater diversity across our sports is everyone's responsibility, the committee of Cheam Fields Club are individually and collectively responsible for ensuring that this policy is followed.

What does this policy cover?

This policy applies to all aspects of Cheam Fields work and to all people who work or volunteer for it as they conduct these roles, as well as anyone taking part in sporting activities which Cheam Fields Club is responsible for.

Agreement to follow this policy

The equity, diversity and inclusion policy is fully supported by the Cheam Fields Club General Committee.

Reporting and Breaches

If you are concerned about the behaviour or conduct of someone at a Cheam Fields Club event, someone representing the club, or any other breach of this policy, please refer to the complaints policy.

Together we can make a positive difference to people from different backgrounds to participate in sport at our club.

Thank you.

Equity, Diversity and Inclusion Policy

1. Policy Statement

This Equity, Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to Cheam Fields Club and is based on the policy of the Lawn Tennis Association (LTA) and advice on Bowls England website.

As a club we contribute actively to enable more people to play sport more often, in a manner that it is safe, inclusive, and fair. This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, socio-economic status or any other background.

We recognise that many concerns and/or disclosures may have both safeguarding and diversity and inclusion elements to them. This policy reflects this through its reporting procedures, which replicate the safeguarding concern reporting procedures.

This Policy strives to minimise risk and support our venue, programmes, events and individuals to deliver and experience a positive sporting experience for everyone. The Reporting Procedures in page 2 outlines how to respond to safeguarding or discrimination concerns/disclosures.

2. What is meant by equity, diversity and inclusion?

Equity is about working to achieve parity of outcome for people with different characteristics or from different backgrounds. It is different from equality. Equality assumes that everyone should be treated the same regardless of needs, experiences and opportunity. Equity is about recognizing that not everyone starts from the same place and that sometimes targeted interventions are needed to give people the same chance of achieving a particular outcome, such as playing tennis regularly or becoming a coach.

Diversity is the mix of characteristics, experiences and other distinctions which make people different from one another. This can include differences in race, sex, religion, sexual identity, age, gender identity, socio-economic background or whether someone is disabled. Understanding this mix is vital to being able to make all people feel included.

Inclusion for all is the goal; it is a culture in which everybody can feel comfortable and confident to be themselves, no matter what their visible or hidden differences. Diversity without inclusion means that people from more diverse backgrounds will feel excluded and so that diversity, and the benefits for our sports or an organization which come with it, will not last.

3. Commitment to everyday inclusion, greater diversity and more equitable outcomes

Cheam Fields Club is fully committed to playing its part in opening sport up. We will do this by building a culture of everyday inclusion and operating in a way which enables, encourages and values greater diversity and equitable outcomes for all, in all aspects of our sports, with the intention that the sport at Cheam Fields reflects the diversity of the communities around us.

In order to achieve this, we will:

- Encourage equity, diversity and inclusion in every aspect of our work as a Venue, recognising that it brings benefits both to our sports and to the strength of our work both on and off the courts/greens.
- Create an environment for all members and those in key roles which is free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all are recognised and valued.
- Ensure that Cheam Fields is run in a positively inclusive way on a day-to-day basis, considering that people from different backgrounds and with different personal contexts have different needs to enable them to contribute fully to the organisation.
- Ensure our committee is appropriately equipped to embed a culture of inclusion by offering access to Bowls England and LTA's EDI training to foster a sense of collective responsibility and support their efforts in creating an inclusive environment.
- Ensure that our recruitment processes and policies enable and encourage people from all backgrounds to become part of the club and/or its work. We will make decisions concerning roles within the club based on merit, including the benefits of maintaining diversity across all individuals engaged in the Cheam Fields work.
- Take seriously complaints of non-inclusive and/or discriminatory behaviour of all kinds in relation to any aspect of Cheam Fields work, on and off the court/greens. We will deal with all such complaints in line with our published complaints policy and, where appropriate, in conjunction with the LTA/Bowls England Disciplinary and EDI teams centrally.

4. Responsibility for implementation of the Equity Diversity and Inclusion Policy

Equity, diversity and inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.

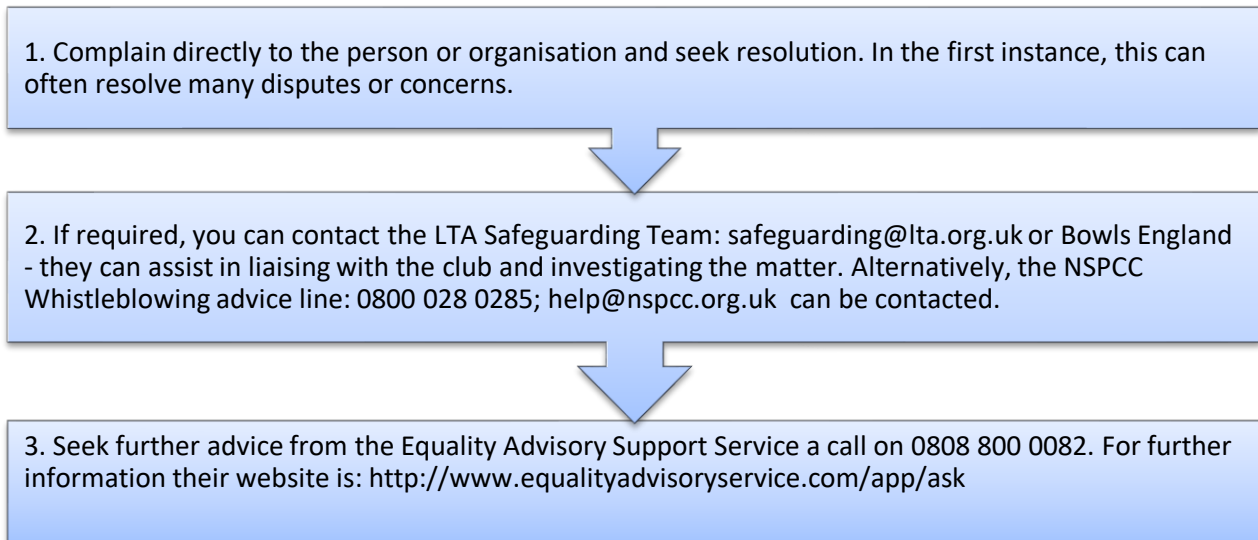
- The club's General Committee and Chairman have overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation (see Appendix A for details).
- The Club's chairman and Welfare Officer have overall responsibility for implementation of the policy.
- The Club Secretary and Welfare/Safeguarding Officers of the club are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments.
- The Cheam Fields Club's Welfare Officer (Tennis Section) Pam Tarrier, and Safeguarding Officer (Bowls Section) Chris Girdler, are responsible for supporting the club to identify where diversity and inclusion support is required and for implementing safe and inclusive procedures; promoting diversity and inclusion principles, including the Safeguarding and Reporting Procedure.
- All coaches and volunteers involved in sport are responsible for raising diversity and inclusion concerns with the club's Welfare/Safeguarding Officers to start with, then the Safe and Inclusive Tennis/Bowls team if applicable, as outlined in the Reporting Procedure.
- Members, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- The Cheam Fields Club is committed to:
 - formally adopt this policy,
 - take steps to ensure that our committee, members, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action;
 - ensure that access to membership as well as access to participation is open and inclusive;
 - publish accurate information about the location and accessibility of our facilities.

Where there is a diversity and inclusion concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the [Concern Reporting Procedure](#) above

5. Breaches of the Equity, diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure

Where there are concerns that diversity and inclusion good practice has not been followed, all members and coaches are encouraged to follow the club's whistleblowing policy. Consultants, coaches, officials, volunteers and players are encouraged to:



If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above (1-3).

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following by the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation and Bowls England:

- Venues – Potential removal of all accreditations
- Staff – disciplinary action leading to possible dismissal and legal action.
- Contracted consultants, officials and coaches – termination of current and future roles within all five organisations and possible legal action.
- Recruited volunteers, including councillors and board members – termination of current and future roles within all five organisations and possible legal action.

Actions taken by staff, consultants, volunteers, officials, coaches, venues, clubs and/or events outside of the LTA, Tennis Scotland, Tennis Wales or the Tennis Foundation and Bowls England that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the Bowls England, LTA Safeguarding Team and Safeguarding and Protection Committee and/or Licensing and Registration Committee, an independent appeal body such as Sport Resolutions may be used. Their decision is final.

6. Related policies and guidance

- Safeguarding Policy
- Data Protection Policy
- Anti-Bullying Policy
- Code of Conduct for Coaches and Volunteers
- Online Safety and Communication
- (Transgender Policy – yet to be agreed)
- Disciplinary Policy – contained in the Club rules and byelaws

Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both in and around the playing areas
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare/Safeguarding Team
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare / Safeguarding Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Positively reinforce your child and show an interest in their sport
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, equity, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

Appendix A:

The law, types of unlawful discriminations and Glossary of terms

The Equality Act 2010 is the main, overarching anti-discrimination law which Cheam Fields is required to follow to help ensure that equality of opportunity is promoted across various groups and that diversity is at the heart of all that we do.

It is unlawful for Cheam Fields as an employer, potential employer, in relation to any of its functions, to discriminate against persons directly or indirectly in membership, recruitment or employment because of age, disability, sex, gender reassignment, marriage, civil partnership, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation or religion or belief.

Age refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32-year old's) or range of ages (e.g. 18 - 30-year old's, or people over 50).

Bisexual or Bi refers to a person who has an emotional and/or sexual orientation towards more than one gender.

Bullying can involve any form of physical, emotional, sexual or discriminatory abuse. It can also include cyber-bullying – using social media or mobile phones to perpetrate bullying.

Direct discrimination involves intentionally treating someone less favourably than others because of a characteristic listed above, without a lawful exception.

E.g. excluding a member from a tournament because of their ethnic background or denying a job opportunity to a woman because she is pregnant.

Disability discrimination is direct or indirect discrimination, any unjustified less favorable treatment because of the effects of a disability or impairment, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability or impairment.

E.g. a wheelchair tennis player who regularly participates in local tournaments is informed that the courts used for a competition do not have accessible entryways despite the player requesting reasonable adjustments, such as temporary ramps or an alternative court.

Discrimination by Association is where an individual is discriminated against, harassed or potentially victimised because of the association with another individual who has a characteristic outlined above (other than marriage, civil partnership, pregnancy or maternity, however, pregnancy or maternity may fall within a sex discrimination claim because of association with a pregnant woman or a woman on maternity leave).

E.g. a coach has caring responsibilities at home, and the organisation assumes that they will not be able to perform other duties, they are then overlooked for promotions with the justification that “outside distractions” might interfere with their work.

Discrimination by perception is where an individual is discriminated against or harassed based on a perception that they have a characteristic outlined above when they do not, in fact, have that characteristic (other than marriage, civil partnership, pregnancy or maternity).

E.g. a young tennis player at a local club is perceived by some members to be gay, even though they do not identify as such.

Diversity is acknowledging and celebrating the differences between groups of people and between individuals.

Equality means treating everyone with fairness and respect and recognizing and responding to the needs of individuals. Taking positive actions to address existing disadvantages and barriers affecting how people engage with and participate in sport.

Equity is about recognizing that not everyone starts from the same place and that sometimes targeted interventions are needed to give people the same chance of achieving a particular outcome, such as playing tennis regularly or becoming a coach.

Ethnicity refers to the social group a person belongs to, and either identifies with or is identified with by others, as a result of a mix of cultural and other factors including language, diet, religion, ancestry and physical features traditionally associated with race. Ethnicity is essentially self-defined and may change over time.

Gay refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also, a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

Gender identity refers to an individual's internal self-perception of their own gender. A person may identify as a man, as a woman, as neither man or woman (non-binary) or as androgyne/polygender.

Gender reassignment refers to the process of changing or transitioning from one gender to another.

Harassment is where there is unwanted conduct, related to one of the characteristics outlined above (other than marriage, civil partnership, pregnancy or maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment.

E.g. During practices and matches. A group of male members frequently make sexist comments, questioning a women's abilities due to her gender.

Hate crime refers to crime that is targeted at a person because of hostility or prejudice towards that person's disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. This can be committed against a person or property.

Homophobia refers to the fear, unreasonable anger, intolerance or/and hatred toward homosexuality, lesbian gay and bisexual people whether that person is homosexual or not.

Inclusive leadership – leaders who are aware of their own biases and preferences, actively seek out and consider different views and perspectives to inform better decision-making. They see diverse talent as a source of competitive advantage and inspire diverse people to drive organisational and individual performance towards a shared vision.

An Inclusive Leader – is a role model exemplar of inclusive behaviour; listens to and seeks out the views of diverse people and takes account of these views, without bias, in the decisions they make; appreciates that a diverse group of people will generate more creative solutions to problems and encourages this; inspires people through a shared vision of future success and motivates them to deliver it; leverages difference for high performance and provides responsive excellence to customers', clients' and service users' needs; provides positive feedback to boost people's self-efficacy; puts effort into helping diverse people identify their talents and develop them for performance now and future advancement; communicates authentically and honestly in a way that inspires trust, loyalty and well-being.

Inclusion is recognising that people from different backgrounds may have difference needs and expectations and may experience barriers in trying to access sport. An inclusive venue is one that takes steps to attract and engage with people from many different backgrounds and meet their needs so that everyone has a positive experience and

has the opportunity to achieve their potential. It is a culture in which everybody can feel comfortable and confident to be themselves, no matter their visible or hidden differences.

Indirect discrimination occurs where less favourable treatment is not the main effect of objective of an action or decision. The nature of indirect discrimination is that the discriminatory effect can be an unexpected or unforeseen effect of a good faith decision.

E.g. implementing a rule that all members wishing to compete in national league matches must attend early morning practices could disproportionately disadvantage older members or those with family commitments, as they may find it more challenging to attend at that time.

LGBTQIA+ are acronyms for Lesbian, Gay, Bisexual, Trans, Queer/Questioning, Intersex, A-Sexual, Aromantic Agenda and inclusive of all identities.

Lesbian is a woman who has an emotional romantic and /or sexual orientation towards women.

Monitoring equality refers to data collection and analysis to check if people with protected characteristics are participating and being treated equally. For example: monitoring the number of people with a disability who play sport at our venue.

Non-binary – is an umbrella term for a person who does not identify as only male or only female, or who may identify as both.

Positive action: a range of lawful actions that seek to overcome or minimise disadvantages (for example in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

Pregnancy and maternity: pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Questioning refers to the process of exploring your own sexual orientation and/or gender identity.

Race refers to the protected characteristics of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Radicalisation, extremism and terrorist behavior: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

Reasonable adjustment refers to what is considered reasonable will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance

Religion or belief: religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex refers to the biological makeup such as primary and secondary sexual characteristics, genes, and hormones. The legal sex is usually assigned at birth and has traditionally been understood as consisting of two mutually exclusive groups, namely men and women.

Sexual orientation refers to a person's emotional, romantic and/or sexual attraction to another person.

Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, cross dresser, non-binary, genderqueer (GQ).

Transphobia means the fear, unreasonable anger, dislike, intolerance or/and hatred toward trans people, whether that person has undergone gender reassignment or is perceived to have done that.

Transsexual Person refers to someone who has started the process of changing their gender identity is undergoing or has undergone gender reassignment.

Unconscious bias or implicit bias refers to a bias that we are unaware of, and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences.

Victimisation happens when an individual is mistreated, such as being denied participation in training or competition selection because a person filed or backed a complaint or legal action under the Equality Act 2010. However, a person is not protected from victimisation if they acted with malice or supported a false complaint.
E.g. a tennis player at a club observes that players who are less experienced or in lower teams are consistently given less favourable court times.