



Diversity and Inclusion Policy

Policy Statement

This Diversity and Inclusion Policy is based on similar policies of the LTA.

As a club we aim to enable more people to play tennis more often, in a manner that 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, race or sexual orientation, socio-economic status or any other background.

This Policy strives to minimise risk and support our venue, programmes, events and individuals to deliver and experience a positive tennis experience for everyone.

Use of Terminology

We have adopted the following definitions to explain our approach to diversity and inclusion in tennis:

Discrimination – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

Diversity – acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

Harassment – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.



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Inclusion – ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

Scope

Hartwood Lawn Tennis Club has direct safe and inclusive responsibility for:

- Staff, consultants, coaches and officials they employ;
- Volunteers, including committee members they recruit;
- Venues they own or lease;
- Events and programmes they run; and
- Ensuring all accreditation requirements are met by accredited coaches, officials and venues.

We recommend and support the development of good diversity and inclusion practice to:

- Accredited coaches, officials and venues;
- Players, parents and carers;
- Volunteers
- Venues hired by or on our behalf
- Club Events.

This Policy is in line with national legislation (see below for details of the relevant legislation) and applicable to our club, specifically to every person and place that we have direct safe and inclusive responsibility for.



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Responsibility for implementation of the Diversity and Inclusion Policy

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

- The club's Committee and Chair 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 below for details).
- The club's Chair and Welfare Officer have overall responsibility for the promotion and implementation of the policy and responding to discrimination concerns.
- All members, staff, consultants, coaches, officials and volunteers involved in the club are responsible for raising diversity and inclusion concerns with the club's Welfare Officer to start with; then the LTA Safeguarding Team (020 8487 7000) if applicable, as outlined in the Reporting Procedure.
- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- Hartwood Lawn Tennis 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 under our constitution;
 - 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; and
 - support measures and initiatives that British Tennis may institute or take part in to advance the aims of this policy as part of our commitment to our LTA membership.

Breaches of the Diversity and Inclusion Policy

Where there are concerns that diversity and inclusion good practice has not been followed, all members are encouraged to follow the club's [whistleblowing and complaints policy](#).



Codes of Conduct

There are four codes of conduct in separate documents:

- [Code of Conduct for All Members](#)
- [Code of Conduct for Juniors / Children](#)
- [Code of Conduct for Parents and Guardians](#)
- [Code of Conduct for Volunteers, Staff and Coaches](#)

Legislation

The **Equality Act 2010** legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

It is against the law to discriminate against anyone because of:

- age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

These are called 'protected characteristics'.

People are protected from discrimination:

- at work
- in education
- as a consumer
- when using public services
- when buying or renting property
- as a member or guest of a private club or association



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People are also protected from discrimination if:

- they are associated with someone who has a protected characteristic, e.g. a family member or friend
- they have complained about discrimination or supported someone else's claim

Discrimination can come in one of the following forms:

- direct discrimination - treating someone with a protected characteristic less favourably than others.
- indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put 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.



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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:

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| Respond | Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep the information secret | |
| Refer | Is someone in immediate danger? | <p>NO</p> <p>Talk to the club's Welfare Officer in confidence or email: welfare.officer@hartwoodtennis.co.uk or welfare.officer.junior@hartwoodtennis.co.uk</p> <p>If necessary talk to the LTA Safeguarding Team (020 8487 7000) [Mon-Fri, 9am-5pm]. If the Safeguarding Team is unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) if your concern is about a child.</p> <p>If your concern is about an adult contact Local Authority Adult Social Care Services.</p> <p>YES: Call the police (999)</p> <p>Hate crime can alternatively be reported through True Vision at www.report-it.org.uk</p> |
| Record | <p>Write an objective account of your concerns immediately using the Reporting a Concern Form found at https://safeguardingconcern.lta.org.uk/ Send it to the Safeguarding Team within 48 hours of the concern/disclosure (safeguarding@lta.org.uk)</p> <p>Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team by phone 020 8487 7000 or email safeguarding@lta.org.uk</p> | |