Sutton **Tennis**
& **Squash** Club

Diversity & Inclusion Policy

Diversity and Inclusion Policy

1. Policy Statement

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to **Sutton Tennis & Squash Club.**

As a club we contribute actively to enable more people to play tennis, squash and racketball 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, sexual orientation, religion, 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, squash, racketball and social experience for everyone. The Reporting Procedures in page 2 outlines how to respond to discrimination concerns/disclosures.

2. Use of Terminology

The following definitions explain our approach to diversity and inclusion in tennis, squash and racketball.

Discrimination – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment status, marital or civil partnership status, 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. The focus is on the perception of the complainant not the intent of the perpetrator. Members can complain of behaviour that they find offensive, even if it is not directed at them.

Inclusion – ensuring that tennis, squash and racketball are equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and 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, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, socio-economic status or any other background.

Positive action – Sutton Tennis & Squash Club is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable access to tennis, squash and racketball and participation in associated activities by people from any group that is

under-represented in tennis, squash or racketball or has difficulty accessing them and that they can do so with dignity or without being singled out.

(See Appendix A for full glossary of terms)

3. Scope

Sutton Tennis & Squash Club has a direct safe and inclusive responsibility for:

- Staff, coaches, and officials they employ;
- Volunteers;
- Venues they own;
- 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 on our behalf
- Club Events

This Policy is in line with national legislation (see appendix B 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.

4. 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 Chair has 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 for details).
- The club's Chair, Steve Lewis, and Welfare Office, Shade Ajayi-Obe have overall responsibility for implementation of the policy.
- The Chair and Welfare Officer of the club are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments; and develop a strategic and proactive approach to diversity and inclusion and respond to discrimination concerns.
- Sutton Tennis & Squash Club's Welfare Officer, Shade Ajayi-Obe is responsible for supporting the club to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the venues they manage, programmes, events and individuals including players, parents and carers.
- All staff, coaches, officials and volunteers involved in tennis, squash and racketball are responsible for raising diversity and inclusion concerns with the club's Welfare Officer to start

with; then the Safe and Inclusive Tennis team or Safe Squash England if applicable, as outlined in the Reporting Procedure.

- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- Sutton Tennis & Squash Club is committed to:
    - formally adopt the 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 or England Squash may institute or take part in to advance the aims of this policy as part of our commitment to our respective memberships.

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 below:

Respond	Listen carefully to what the person is telling you. Do not interrupt; keep the questions to a minimum do not promise to keep the information secret.	
Refer	**Is someone in danger?** **YES** Call the Police (999)	**NO** Talk to the Club's Welfare Officer in confidence **Shade Ajayi-Obe** **welfare@stscsport.co.uk** Alternatively, speak to a Member of the Managemt Committee Contact details can be found on www.stscsport.co.uk Hate crime can be alternatively reported through TrueVision at www.reportit.org.uk

5. Breaches of the 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 staff are encouraged to follow the club's whistleblowing policy; coaches, officials, volunteers and players are encouraged to:



If someone comes to you with a concern around a 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 and England Squash:

- Venues – potential removal of accreditation
- Staff – disciplinary action leading to possible dismissal and legal action
- Officials and coaches – termination of current and future roles within the organisation and possible legal action
- Recruited volunteers – termination of current and future roles within the organisation and possible legal action

Safe and Inclusive

Sutton Tennis & Squash Club's Code of Conduct

- Prioritise the well-being of all children and adults at all times
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between your professional and personal life, including on social media
- Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Where possible, do not be alone with a child or adult at risk; if you have to be alone with a child or adult at risk; let someone know such as a carer, club secretary, volunteer etc.
- Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, dial 999.

*It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

This Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

Appendix A:

Glossary of Terms

Age: This 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-olds, or people over 50).

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

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

Direct discrimination: Treating someone less favourably than another person because of a protected characteristic.

Disability: A person having a physical or mental impairment that has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

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

Discrimination by association: Discrimination against someone because of the belief that someone possesses a protected characteristic.

Diversity: Acknowledging and celebrating the differences between groups of people and between individuals.

Equality: Treating everyone with fairness and respect and recognising and responding to the needs of individuals. Taking positive actions to address existing disadvantages and barriers affecting how people engage with and participate in tennis, squash and racketball.

Ethnicity: 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: This is 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: The process of changing or transitioning from one gender to another.

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

Hate crime: 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: The fear, unreasonable anger, intolerance or/and hatred toward homosexuality, lesbian, gay and bi-sexual 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: A role model exemplar of inclusive behaviour; listens to and seeks out the views of diverse people and take account 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: Recognising that people from different backgrounds may have different needs and expectations and may experience barriers in trying to access tennis, squash and racketball. An inclusive venue is one that takes steps to attract and engage with people from any different backgrounds and meet their needs so that everyone has a positive experience and has the opportunity to achieve their potential.

Indirect discrimination: A practice, policy or rule which applies to everyone in the same way, but that has a worse effect on some people than others.

LGBTQ: An acronym for Lesbian, Gay, Bisexual, Trans and Questioning

Lesbian: 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 of the number of people with a disability who play tennis, squash or racketball at our venue.

Non-binary: 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 characteristic 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 behaviour: 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: 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: A person's emotional, romantic and/or sexual attraction to another person.

Trans: 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: 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: Someone who has started the process of changing their gender identity is undergoing or has undergone gender reassignment.

Unconscious bias or implicit bias: This 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: When someone is treated badly because they have made or supported a complaint or grievance.

Appendix B:

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 a property
- As a member or guest of a private club or association

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.

**http://www.legislation.gov.uk/ukpga/2010/15/con