



## **BERKSHIRE COUNTY TENNIS**

### **EQUITY, DIVERSITY AND INCLUSION POLICY**

#### **Purpose of this policy**

This policy sets out Berkshire Tennis' commitment to a culture of everyday inclusion and driving greater diversity and equitable outcomes in tennis. It outlines some of the ways in which we will work in order to bring this commitment to life. It sets out what our colleagues, members and colleagues can expect of us, and hold us to account against, in the way we operate on a day-to-day basis.

#### **Who is responsible for the implementation of this policy?**

While helping to build a culture of inclusion and drive greater diversity across tennis is everyone in the organisation's responsibility, the Chair, Executive and Management Committee are individually and collectively responsible for ensuring that this policy is followed.

The Management committee and County Safeguarding Officer 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.

The Berkshire Tennis Safeguarding Officer and Management committee are responsible for supporting the County 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, consultants, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the County Safeguarding Officer to start with; then the Safe and Inclusive Tennis team if applicable, as outlined in the Reporting Procedure.

Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure

Berkshire Tennis are 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.

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 (see Appendix 4).



## What does this policy cover?

This policy applies to all aspects of Berkshire Tennis' work and to all people who work or volunteer for it as they carry out those roles, as well as anyone taking part in tennis related activity which the Association is responsible for. ( see Appendix 5 Code of Conduct )

## What is meant by equity, diversity and inclusion?

**Equity** is about working to achieve parity of outcome for people with different characteristics. It is not the same as equality. Equality assumes that everyone should be treated the same regardless of needs, experiences and opportunity. Equity is about recognising 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, socio-economic background or whether or not someone is disabled. Understanding this mix is vital to being able to make all people feel included.

**Inclusion** for all is the ultimate goal, it is a culture in which everybody can feel comfortable and confident to be themselves, no matter 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 a sport or organisation which come with it, will not last. (see Appendix 6)

## Commitment to everyday inclusion, greater diversity and more equitable outcomes

Berkshire Tennis is fully committed to playing its part in opening tennis 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 more equitable outcomes for all, in all aspects of our sport, with the intention that the sport and our Association reflect 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 an Association, recognising that it brings benefits both to tennis and to the strength of our work as an organisation.
- Create a working environment for all paid staff and volunteers free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- Ensure that the Association is run in a positively inclusive way on a day-to-day basis, taking into account that people from different backgrounds and with different personal contexts have different needs to enable them to contribute fully to the organisation.
- Ensure that our recruitment processes and policies enable and encourage people from all backgrounds to become part of the Association and/or its work. We will make decisions concerning roles within the Association based on merit, including the benefits of maintaining diversity across all individuals engaged in the Association's work.
- Take seriously complaints of uninclusive and/or discriminatory behaviour of all kinds in relation to any aspect of the Association's work. We will deal with all such complaints in line with our published [Complaints Policy](#) and, where appropriate, in conjunction with the LTA Disciplinary and Inclusion teams centrally.



## Appendix 1: The law and types of unlawful discrimination

The Equality Act 2010 is the main, overarching anti-discrimination law which Berkshire County Tennis 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 Berkshire County Tennis as an employer, potential employer and in relation to any of its functions to discriminate against persons directly or indirectly in 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.

**Direct discrimination** is deliberately treating an individual less favourably than another person because of a characteristic stated above without a lawful exception to do so. For example, by refusing to employ a woman because she is pregnant or refusing to allow a person to compete in a competition because they are from a diverse ethnic background.

**Indirect discrimination** is applying a provision, criterion or practice that creates a disadvantage for a person because of one of the characteristics outlined above in the absence of proportionality and a legitimate aim. For example, a minimum height requirement for a job where height is not relevant to carry out the role. Such a requirement would likely discriminate disproportionately against women as they are generally shorter than men.

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

**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.

**Associative discrimination** is where an individual is discriminated against, harassed, or potentially victimised because of their 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).

**Perceptive discrimination** 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).

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion, because they made or supported a complaint or legal proceedings under the Equality Act 2010, or because they are suspected of doing so. An employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.



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## Appendix 2: Related policies and documents

Please also see the following documents for further context and information:

- [LTA Inclusion Strategy](#)
- [LTA Code of Conduct](#)
- [LTA Disciplinary Code](#)
- [BERKSHIRE TENNIS DISCIPLINARY AND APPEALS PROCESS](#)
- [BERKSHIRE TENNIS COMPLAINTS AND DISCIPLINARY POLICY](#)

## Appendix 3: Scope

Berkshire Tennis has direct safe and inclusive responsibility for:

- Staff, consultants, coaches and officials they employ.
- Volunteers, including board members and councillors they recruit.
- 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 recruited by other organisations.
- Venues hired by or 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.



## Appendix 4: 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:

<b>Respond</b>	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
<b>Refer</b>	<p><b>Is someone in immediate danger?</b></p> <p><b>YES</b> Call the police (999)</p> <p><b>THEN</b></p> <p><b>NO</b> Talk to the County Safeguarding Officer in confidence. You can also talk to the LTA Safeguarding Team * (020 8487 7000) as soon as possible [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) or Parent Line Scotland (0800 028 2233) if your concerns is about a child. If your concern us about an adult ask them for details of your Local Authority Adult Social Care Services.  Hate crime can alternatively be reported through True Vision at <a href="http://www.report-it.org.uk">www.report-it.org.uk</a></p>
<b>Record</b>	<p>Write an objective account of your concerns immediately using the Reporting a Concern Form found on the <a href="#">safeguarding page</a>. Send it to the Safeguarding Team within 48 hours of the concern/disclosure (<a href="mailto:safeguarding@lta.org.uk">safeguarding@lta.org.uk</a>)</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 <a href="mailto:safeguarding@lta.org.uk">safeguarding@lta.org.uk</a></p>

Tennis Wales Safeguarding lead (029 2046 3335)

Tennis Scotland Safeguarding Lead (0131 444 4154)



## Appendix 5: 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 on and off court
- 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 Officer
- 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

## Appendix 6: 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 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:** 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 they are associated with another person who possesses a protected characteristic.

**Discrimination by perception:** 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.

**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 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.

**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 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:** recognising that people from different backgrounds may have different needs and expectations and may experience barriers in trying to access tennis. 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.

**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 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:** it 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 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:** 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.



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**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.



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## Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by both the Executive Committee and the management committee at Berkshire Tennis and was agreed in conjunction with the LTA centrally. This Policy is reviewed every two years (or earlier if there is a change in legislation).

Chairperson                      Lesley Cundy

Date January 2024

County Safeguarding Officer                      Liz Fidler

Date January 2024



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