# Burnham Tennis Association Tennis Diversity and Inclusion Policy

# Including Code of Conduct and Reporting Procedure

**Diversity and Inclusion in Burnham Tennis Association**

This Policy sets out our commitment to diversity and inclusion and includes our Safe and Inclusive Standards, Code of Conduct (page 6) and Reporting Procedure (page 8) and it supports our overall aims for diversity and inclusion that are to ensure that:

* Tennis is diverse and inclusive
* 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.

To achieve these aims we believe that everyone involved in Tennis has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

Our Diversity and Inclusion Policy demonstrates our commitment to making tennis diverse and inclusive. The commitment to Diversity and Inclusion is upheld by all - Lawn Tennis Association (LTA), Tennis Scotland, Tennis Wales and the Tennis Foundation.

These commitments are fully supported by the **Burnham Tennis Association** Committee.

**Diversity and Inclusion Policy**

1. **Policy Statement**

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to **Burnham Tennis Association** and is based on similar policies of the The Lawn Tennis Association (LTA).

As a club we contribute actively to enable more people to play tennis 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, race or sexual orientation, 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 individuals to deliver and receive a positive tennis experience at Burnham Tennis Association and ensure that all programmes and events are delivered in a manner supportive of these policies. The Reporting Procedures on page 8 outlines how to respond to safeguarding or discrimination concerns/disclosures.

1. **Scope**

Burnham Tennis Association has direct safe and inclusive responsibility for:

* All Members
* Coaches and officials who work with or on behalf of BTA;
* Volunteers they recruit;
* The facilities they own and lease at The Stomping Ground
* Events and programmes they run; and
* Ensuring all accreditation requirements are met by accredited coaches, and officials.

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 D 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.

1. **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 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 for details).
* The club’s chairman Peter Downes and Welfare Officer Helen Trill have overall responsibility for implementation of the policy.
* The Chairman 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.
* Helen Trill, BTA’s Welfare Officer is responsible for:
* Supporting the club to identify where diversity and inclusion support is required,
* Ensure the club takes action to implement safe and inclusive procedures
* Ensuring the club takes action to promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure.
* All staff, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns initially with the club’s Welfare Officer; subsequently 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.
* The Burnham Tennis Association 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;
  + 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](#_Including_Standards,_Code).(Appendix C)

1. **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 Reporting policy.

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 :

* Venues – Potential removal of LTA accreditation
* Staff – disciplinary action leading to possible dismissal and legal action.
* Contracted officials and coaches – termination of current and future roles within the LTA and possible legal action.
* Recruited volunteers – termination of current and future roles within the LTA.

Actions taken by staff, consultants, volunteers, officials, coaches, venues, clubs and/or events outside of the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation 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 LTA Safe and Inclusive Tennis 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.

1. **Related policies and guidance**

*Burnham Tennis Association* [*Safeguarding Policy*](https://www.lta.org.uk/globalassets/about-lta/safeguarding/british-tennis-safeguarding-policy.pdf)

**Appendix A**

**Burnham Tennis Association Safeguarding Code of Conduct**

This code applies to all users, members and visitors to Burnham Tennis Association.

* Prioritise the well-being of all children and adults at risk at all times
* Act as a positive role model at all times
* Not to behave in anyway towards young people or vulnerable adults that could be perceived by a third party as inappropriate
* Use appropriate language at all times
* Help to create a safe and inclusive environment both on and off court.
* Ensure Fair Play values (enjoy, respect, honesty) are maintained at all times
* Recognise diversity and make all reasonable efforts to meet individual needs
* 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 appropriate as part of an emergency or congratulatory (e.g. handshake / high five)
* Refrain from smoking and consuming alcohol during club activities or coaching sessions
* Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
* 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
* Keep clear boundaries between professional and personal life, including on social media
* 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
* Report all allegations or concerns of abuse or poor practice to the club Welfare Officer following the Concern Reporting Procedure. If someone is in immediate danger, dial 999. Doing nothing is not an option
* Adhere to BTA’s safeguarding policy, diversity and inclusion policy, rules and regulations

\*In law 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 Burnham Tennis Association as the primary consideration.**

**Appendix B:**

**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, 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 and 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.

**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.

Appendix C

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:

|  |  |  |
| --- | --- | --- |
| **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?**  **YES**  Call the police (999)  **THEN** | **NO**  Talk to the club’s Welfare Officer in confidence Helen Trill, 01628 602422 H.Trill@btinternet.com; Talk to the LTA Safe and Inclusive Tennis Team \* (020 8487 7000) as soon as possible [Mon-Fri, 9am-5pm]. If the Safe and Inclusive Tennis Team is unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) if your concern~~s~~ 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 [www.report-it.org.uk](http://www.report-it.org.uk) |
| **Record** | Write an objective account of your concerns immediately using the Reporting a Concern Form found in our website [Safe and Inclusive Tennis page](https://www.lta.org.uk/about-the-lta/policies-and-rules/safeguarding-protection/). Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure ([safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk))  Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safe and Inclusive Tennis Team by phone 020 8487 7000 or email [safeandinclusive@lta.org.uk](mailto:equality@lta.org.uk) | |

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

**Appendix D:**

**Legislation**

The **Equality Act 2010** [[1]](#endnote-1)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 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’

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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

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.

1. <http://www.legislation.gov.uk/ukpga/2010/15/contents> [↑](#endnote-ref-1)