

# COLLINGHAM LAWN TENNIS CLUB

- (1) Equality and Diversity Policy
- (2) Safe & Inclusive Code of Conduct
- (3) Photography & Recording Policy

## **(1) Equality and Diversity Policy**

Collingham Lawn Tennis Club wants to ensure that everyone who has any interaction with the club is treated fairly and with respect. We support the aims and objectives of the Lawn Tennis Association in promoting equality and diversity.

The aim of this policy is to ensure that everyone is treated fairly and with respect and ensure members, non-members and visiting teams are not denied access to our tennis venue because of a discriminatory reason. An explanation of the different types of discrimination can be found in the LTA / Tennis Foundation Equality and Diversity Policy – [www.lta.org.uk/equality](http://www.lta.org.uk/equality)

This policy is fully supported by the Committee who are responsible for the implementation and review of this policy.

Therefore, we will adhere to the following:

- a) Take responsibility for setting and upholding standards and values that apply throughout Collingham Tennis Club at every level, so tennis can be enjoyed by everyone who wants to participate.
- b) Demonstrate a commitment to eliminating discrimination by reason of age, gender, gender reassignment, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities and an inclusive welcoming environment.
- c) Ensure that members, non-members and visiting teams are treated fairly and with respect and ensure that all members of the community regardless of their ability have access to and opportunities to take part in, and enjoy its programmes of activities, competitions and events.

- d) Oppose all forms of harassment, bullying or abuse towards an individual or group whether it is physical, verbal or online that is based on any of the characteristics listed above or for any other reason. Any incidents of this or a similar nature will be treated seriously and subjected to the appropriate disciplinary process.
- e) Ensure there is an immediate investigation of any complaints of discrimination on the above grounds, once they are brought to the attention of the tennis club committee. Complaints will be dealt with in accordance with the policy below and, where such a complaint is upheld, the management committee may impose such sanctions as it considers appropriate and proportionate to the discriminatory behaviour.
- f) Promote a culture that encourages the learning and development of coaches and volunteers in order to achieve greater diversity and inclusion within tennis. At least two volunteers will undertake the LTA's Equality, Diversity and Inclusion Training.
- g) Support, promote and enforce the LTA/Tennis Foundation Fair Play values within all tennis activities and environments.
- h) Be committed to and deliver a policy of fair and equitable treatment for all members and require all members, employees and volunteers to abide by and adhere to these policies and the requirements of the Equality Act 2010 as well as any amendments to this Act or any new equality legislation.
- i) Be committed and take action to create an inclusive environment that is welcoming and seeks to improve representation across all groups and participation at all levels within tennis.

### **Lodging a Complaint**

In the event that any member, volunteer, visitor or visiting team feels that he, she or they have suffered discrimination or harassment in any way or that the policies, rules or code of conduct have been broken they should follow the procedures below.

1. The complainant should report the matter in writing to the Welfare Officer (Stephen Widdison) or another member of the committee.

The report should include:

- a) details of what occurred;
  - b) details of when and where the occurrence took place;
  - c) any witness details and copies of any witness statements;
  - d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
  - e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
  - f) an indication as to the desired outcome.
2. At the present time, Collingham Tennis Club does not have any employees, however, should this change, if the person accused of discriminatory behaviour is an employee, the management committee will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.
  3. If the person accused of discriminatory behaviour is a non-employee, the management committee or representatives of the management committee:
    - 3.1 will request that both parties to the complaint submit written evidence regarding the incident(s);
    - 3.2 may decide (at its sole discretion) after reviewing the complaint and supporting evidence to uphold or dismiss the complaint without holding a hearing;

- 3.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
- 3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):
- a) warn as to future conduct;
  - b) suspend from membership;
  - c) remove from membership;
  - d) exclude a non-member from the facility, either temporarily or permanently; and
  - e) turn down a non-member's current and/or future membership applications.
- 3.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.
- 3.6 Either party may appeal a decision of the management committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the Place to Play's decision being notified to that party.
4. If the nature of the complaint is with regard to the management committee or other body or group in the Place to Play, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association.

## **(2) Safe and Inclusive Code of Conduct**

In addition to the above Equality and Diversity Policy Collingham Lawn Tennis Club also endorses a the following Safe and Inclusive 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
- 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, call the police (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.

**The 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.**

### **(3) Photography & Recording Policy**

#### **Parents, Carers and Spectators**

You are required to ask the organisers at an event if you wish to use any photographic equipment. The event organisers will ask anyone who has not asked to stop using photographic equipment and delete any images that may have been taken.

If you have concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer.

#### **Competition Organisers, Officials and other Professionals**

You must ensure that all parents, carers and spectators who want to use photographic equipment have asked permission first.

If you wish to take photographs at an event or publish images following an event you must ensure you have consent from parents, carers or the individual (if over 18) prior to the event and that you have the permission of the event organiser.

If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with safeguarding procedures.

#### **Children**

It is okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer it is alright.

If you see someone taking photos or filming that makes you feel worried, tell your parent or carer, or the event organiser or welfare officer straight away.

#### **Consent**

In order to take photographs or videos, prior to any event, you should ensure you have obtained consent from:

- The event organiser; and

- Parents, carers of all children involved.

In order to obtain consent, you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are giving informed consent.

### **Image and video content**

All children featured in images or videos must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt;
- Featured with people engaging in tennis;
- In groups with other children or adults where possible; and
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.
- Any inappropriate use of images should be reported to the LTA Safe and Inclusive Tennis Team and the Police.

### **Photographing and Videoing in Public Spaces**

Collingham Lawn Tennis Club is not a public space and therefore photographs should not be taken unless this guidance is complied with.

If a photographer has a long lens and is in a public area, they should be informed they are not allowed to use this when taking photos of people.

### **Publishing Images**

The view of the committee is that photographs of children (even if parental consent has been obtained) is that these should not generally be published, however, adequate thought needs to be given to the selection of images in publicity material both printed and online (including social media). Where possible, use a technique such as “watermarking” on the images.

All children featured can only be:

- Identified using their first name, although it is preferable that their name is not given;
- Printed or uploaded with written consent from parents/carers; and
- Shown engaging in tennis activities.

**For your safety it is recommended that you avoid the following:**

- Images of children on their own;
- Images of children outside a tennis environment;
- Streaming any content directly to a website; and
- Using any images for which you have not obtained consent
- Please be aware that coaches, teachers and others may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware this forms part of the tennis programme and that any recording will be destroyed after use

**Generally**

All of these policies are subject to continual review.

Next periodic review September 2019.