



**Henleaze Lawn Tennis Club Ltd**  
**Diversity and Inclusion Policy**

This is a new policy document since Henleaze Lawn Tennis Club became incorporated on 28 October 2020. The Club became known as Henleaze Lawn Tennis Club Ltd and is based at Tennessee Grove, Bristol, BS6 7XH. In this document it is referred to as HLTC Ltd. This Diversity and Inclusion Policy will be reviewed at least once every two years, in line with the Lawn Tennis Association Guidelines, or earlier if legislative changes require it. This policy will be made available on the Club Website to all existing and new members and should be read in conjunction with the following policies and codes.

Anti-bullying & Harassment	Diversity and Inclusion
Changing Rooms -use of	Photographic and Filming (Recording)
Code of Conduct	Safeguarding
Communication and Social Media	Safeguarding Code of Behaviour
Complaints	Disciplinary Procedure

The Directors of HLTC are responsible for ensuring that this policy is kept up to date. The Management Committee is responsible for ensuring that it is followed by all those attending the club. Details of the Club Welfare Officer are given below and posted within and outside the Club House. Welfare Officer: Sue Yates 07704860195

**1. Policy statement** This policy sets out the HLTC Ltd commitment to Safe and Inclusive Standards, Codes of Conduct and Reporting Procedure and it supports our overall aims for diversity and inclusion practice that ensure:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in our club’s culture and our behaviours
- We create a culture and environment 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. The commitment to Diversity and Inclusion is upheld by all - Lawn Tennis Association (LTA), Tennis Scotland, Tennis Wales and the Tennis Foundation. Together we can make a positive difference to people from different backgrounds to participate in Tennis at our club. 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 our venue, programmes, events and individuals to deliver and experience a positive tennis experience for everyone. The Reporting Procedures outline how to respond to safeguarding or discrimination concerns/disclosures.

**2. 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, disadvantage, 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 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, regardless of age, gender, disability or sexual orientation 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.

**Positive action** – HLTC Ltd 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

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

measures or initiatives that enable access to tennis and participation in associated activities by people from any group that is under-represented in tennis or has difficulty accessing it and that they can do so with dignity or without being singled out.

### 3. Scope

HLTC Ltd has direct safe and inclusive responsibility for:

- Volunteers, including Directors and Committee members,
- Venue they own;
- Events and programmes they run; and
- Ensuring all coaches are accredited.

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

- Accredited coaches, officials and venues;
- Players, parents and carers;
- 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.

### 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 Directors 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 B for details).
- The Club Management Committee and Welfare Officer have overall responsibility for implementation of the policy.
- The Directors and Welfare Officer of the club are responsible for updating this Policy and Reporting Procedure.
- The Club's Welfare Officer 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.

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

- All members, coaches, players and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the club's Welfare Officer to start with; then the LTA Safe and Inclusive Tennis team if applicable, as outlined in the Reporting Procedure.
- Players, coaches, parents and guardians are responsible for upholding the Safeguarding Code of Conduct and Reporting Procedure.
- The HLTC Ltd 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.

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.

## **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 Players, Coaches, and Visitors are encouraged to follow the club's whistleblowing policy; (In this document the term 'Visitor' means any person with access rights to the Club, including Coaches, Guests, Members, Parents, Pay and Play participants, Participants in Coaching Courses and Visiting teams.) are encouraged to:

**1.** Complain directly to the person or organisation and seek resolution. In the first instance, this can often resolve many disputes or concerns. If not contact the Welfare Officer. **2.** If required, you can contact the LTA Safeguarding Team: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) - they can assist in liaising with the club and investigating the matter. Alternatively, the NSPCC Whistleblowing advice line: 0800 028 0285; [help@nspcc.org.uk](mailto:help@nspcc.org.uk) can be contacted. **3.** Seek further advice from the Equality Advisory Support Service a call on 0808 800 0082. For further information their website is: <http://www.equalityadvisoryservice.com/app/ask>

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, or the Tennis Foundation:

- Venues – Potential removal of LTA accreditation
- Staff (if appropriate) disciplinary action leading to possible dismissal and legal action.

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

## What to do if a disclosure from a child or adult at risk is made to you:

**Listen** carefully and calmly to the individual 2. **Reassure** the individual that they have done the right thing and what they have told you is very important 3. **Avoid questioning** where possible, and never ask leading questions 4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too. 5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation 6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.* Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:

### Concern Reporting Procedure

**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 ( Sue Yates 07704 860195); Talk to the LTA Safeguarding Team by email ([safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)) 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 concern is about a child. If your concern is 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.reportit.org.uk](http://www.reportit.org.uk)

**Record** Write an objective account of your concerns immediately using the Reporting a Concern Form found on the [safeguarding page](#). Send it to the Safeguarding Team within 48 hours of the concern/disclosure ([safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk))

Handling concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk).

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

## **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 (eg 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.

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 *(or earlier if there is a change in legislation)*

**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 selfdefined 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

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

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

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)



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.

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

**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 complaint or grievance.

## Appendix B: Legislation

The **Equality Act 2010**<sup>1</sup> 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

Policy Title: Diversity and Inclusion Policy Last Updated: 09.11.2023 Next Review: 09.11.2025 (or earlier if there is a change in legislation)

- 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 discrimination or harassment.

<sup>[1]</sup> <http://www.legislation.gov.uk/ukpga/2010/15/contents>