



## BISHOP'S STORTFORD GOLF CLUB

# EQUALITY POLICY

( February 2013 )

## Statement of Intent

The Equality Act 2010, revised October 2012, makes it unlawful for Bishop's Stortford Golf Club to discriminate against anyone on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, or sexual orientation, now described as having '*Protective Characteristics*'.

The Club recognizes this responsibility, is fully committed to the principles of equality of opportunity and will endeavor to ensure that members, visitors, and affiliated organizations, are not discriminated against because of '*Protected Characteristics*' and have a genuine opportunity to participate to their full potential at all levels and in all roles, within the Club.

## Equality Policy

In accordance with the above Statement of Intent, the Directors of Bishop's Stortford Golf Club (the Directors), have produced the following Equality Policy Document.

- A copy of this document is available to all staff, will be posted in the clubhouse for the benefit of members, visitors and guests and will be displayed on the Club website.
- All members, visitors, guests, and employees have a responsibility to respect, act in accordance with and support the spirit and intentions of the Policy.
- All material prepared, produced and distributed by, or on behalf of the Club will endeavour to promote a clear image of diversity within the Club.
- Clear guidance will be given staff and members on the Club's commitment to equality during staff, management and committee meetings.
- In this Policy Document words importing the masculine gender shall where necessary be construed as importing the feminine gender and words importing the singular number shall where necessary be construed as importing the plural number and vice versa.

## 1 Officers of the Club

### (a) The Board of Directors

The Directors are responsible for ensuring that the Club operates in accordance with the Memorandum and Articles of Association of the Company, and The Rules of the Club as written and updated from time to time and in conformity with all relevant legislation.

They have a collective responsibility for ensuring that they, their Sub Committees and the Club operate within the framework of the Equality Policy, without discrimination to those with *Protected Characteristics*.

### (b) The Captain and Committees

The Club Captain, the Club Vice Captain, Ladies Captain, Ladies Vice Captain and Membership of Club Committees are elected in accordance with the procedures as identified in the Memorandum of Association and The Rules of the Club and in the Equality Policy.

The Club Captain and Club Committees have the responsibility of ensuring that their activities support the principles contained in the Equality Policy and encourage those with *Protective Characteristics* to participate to their full potential

### **(c) Election to Office**

Any member, regardless of *Protective Characteristics*, who meets the criteria for election to Club Office, will be encouraged to allow themselves to be nominated for the position.

## **2 Club Membership**

The Directors will ensure that each application for membership will be determined in accordance with the Club's Statement of Intent on Equality.

Applicants who are considered to be suitable for membership will be allocated to a membership category subject only to any applicable numerical limit that may exist at the time, consistent with the Equality Policy

Membership categories based on restricted playing days or limited access will be subject to the above Equality Policy conditions

Where the Club has decided the need for positive measures and they have agreed to offer financial incentives or discounts to;

- (a) Alleviate disadvantage experienced by people who share a protected characteristic as identified above,
- (b) Junior members for the duration of the specified membership status,
- (c) Encourage increased levels of membership to a pre-determined number within specific categories, which may include, for example, certain age groups or other selected under represented groups; e.g. young adults or to address gender balance.

Such incentives shall only apply for the agreed duration of the specific recruitment drive initiative or until the requisite number of vacancies has been filled.

Members who wish to transfer their category of membership shall have their request considered by the Membership Committee who will make their decision in accordance with the Club's statement on equality.

## **Membership Rights**

The Rules of the Club introduced by the Directors shall reflect fair and equitable treatment in respect of the Club's practices, policies, and procedures they are designed to address.

All participants at the Club, in whatever capacity, shall receive fair and equitable treatment in all aspects of their membership.

### **3    Equality Relating to Golf**

All members will enjoy equal access to the golf course and practice facilities, appropriate to their membership category, except only where it is necessary or appropriate to give priority of access for Societies, or participants in a Club organised competition, open only to certain age groups or members of one gender

To help ensure equality of access, the Club will, to the best of its ability, make adjustments to:

- (a) Ensure that the Golf Course and other golfing facilities are risk assessed and actioned, particularly for those with mobility, auditory and visual disabilities and for the safe operation of golf buggies.
- (b) Provide golf buggies, for hire, by those in need of mobility aids, when given notice in advance, and the course conditions permit their safe use.
- (c) Permit the use of 'owner' mobility aids provided they are maintained in a safe condition and the course conditions permit their safe use. Owners will have to provide evidence of adequate personal and third party insurance to cover injury and damage whilst their mobility aid is on Club premises.
- (d) Ensure that the conditions of entry to Club competitions and golfing events that are not dependant on age or a level of golfing skill, are written to enable access to those with '*Protective Characteristics*'
- (e) Permit competitions and events limited to specific age or gender groups where it is necessary to ensure safe and equal competition.
- (f) Take positive action in providing opportunities to increase the inclusion of people from underrepresented groups.

### **4    Equality Relating to Clubhouse Activities**

All members will have equal access to the Club's dining room, bar and other facilities except where alternative, similar facilities are provided to allow gender specific use of certain areas of the Club at certain agreed times.

The Club will, to the best of its ability make adjustments to:

- (a) Ensure access for those having *Protected Characteristics* to all the clubhouse facilities functions and activities that are enjoyed by all other Club members, visitors and guests.
- (b) Provide appropriate toilet, cloakroom, changing and shower facilities for those having *Protected Characteristics* and where possible, assist those giving notice of particular needs.
- (c) Make Staff aware of the need to plan for those having *Protective Characteristics* when making arrangements for all clubhouse events and activities.
- (d) Ensure that other agencies involved in clubhouse activities, such as Catering, Entertainment and those making bookings to use the clubhouse, are made aware of their responsibilities to notify the Club of particular equality needs, for their events.

## **5 Club Employees**

No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination

All employees at the Club, in whatever capacity, shall receive fair and equitable treatment in all aspects of their employment. This is further described in their contract and conditions of service.

## **6 Management of and Compliance with Equality Policies**

The Directors have the responsibility to ensure that the requirements of the Equality Act and the provisions of this Equality Policy are complied with. To enable this, the following actions will be taken:

- (a) The Board of Directors will appoint a Director to be responsible for the Equality Policy, and its delivery, evaluation and development
- (b) The responsibility for the management and application of the policy applicable to Golf activities rests with the Director of Golf and his Staff
- (c) The responsibility for the management of the policy applicable to the Clubhouse activities rests with the Secretary/Manager and Clubhouse Staff
- (d) The Fire, Health and Safety Committee, as part of its risk management and welfare responsibilities, will monitor the application of the Clubs Equality Policy, report concerns, and make recommendations for its development, to the Director responsible for the Equity Policy and the Board of Directors
- (e) The Directors will conduct an annual revision and update of the Equality Policy in light of the Club's experience of delivering the policy and possible changes in the legislation'

## **7 General**

All members, visitors and guests having mobility, auditory and visual disabilities will be required to register their needs or other concerns, with the Club Secretary/Manager to help plan for their particular circumstances.

The possession of a current Blue Disabled Parking Permit or a Doctors/Hospital note will be sufficient to establish qualification for temporary or continuing Club support.

## **8 Complaints and Discipline**

In accordance with the Club Code of Conduct, Disciplinary and Grievance Policy and Procedures, the Secretary/Manager will investigate any reports of alleged breaches of the Club's Equity Policy by Club staff, members, visitors, contractors or franchisees. Where the complaint is confirmed, the Directors will be informed and the Club disciplinary procedure will be invoked.

In all cases the alleged offender will be invited to attend a disciplinary hearing. If this invitation is declined then the hearing shall proceed in the defendant's absence.