

Swaffham Golf Club Equal Opportunity Policy

Statement of Intent

1. INTRODUCTION

- 1.1 Swaffham Golf Club is committed to the principles of equality and diversity throughout its workforce, throughout its membership base and customers.
- 1.2 Swaffham Golf Club considers that everyone should play their part in making golf inclusive and aims to ensure that all people, irrespective of their background, ability or Protected Characteristics, have a genuine and equal opportunity to work at the club, become a member or participate in club life.
- 1.3 Swaffham Golf Club will embed these values within all areas of its work.
- 1.4 Swaffham Golf Club will not disadvantage any individual, whether they are participants, contractors, players, parents, coaches, officials, and volunteers by imposing any conditions or requirements which cannot be justified in the provision of its services.
- 1.5 Swaffham Golf Club is also committed to supporting the rights and interests of those who it employs. Details of its commitment to equality matters relating to its staff are set out in the Club Staff Handbook.
- 1.6 This policy will be reviewed at least every 3 years by the Club Management Committee and any amendments shall be effective from the date stated.

2. PURPOSE

- 2.1 The purpose of this Policy is to:
 - 2.1.1 Outline the obligations of those upon whom this Policy is binding;
 - 2.1.2 Promote fairness, equality, diversity and respect for everyone working, volunteering, or participating in the sport of golf, or otherwise using the services at Swaffham Golf Club.

3. LEGISLATIVE FRAMEWORK

- 3.1 Swaffham Golf Club is committed to complying with all relevant legislation enacted or amended from time to time which underpins the principles of equality, diversity, and inclusivity, including but not limited to:
 - The Equality Act 2010;
 - The Protection from Harassment Act 1997;
 - The Employment Act 2002;
 - The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and
 - The Human Rights Act 1998.

4. SCOPE

This Policy shall apply to, and be binding upon Swaffham Golf Club, its Management Committee, staff, volunteers, contractors, squad players, agents, and representatives working or acting for or on behalf of Swaffham Golf Club.

5. Equality Policy

In accordance with the Equality Statement of Intent, agreed by Swaffham Golf Club, the committee of the club have produced the following Equality Policy. This policy shall be subject to annual review and shall remain effective (subject to minor changes determined only by legislation by the need to make reasonable adjustments to practices procedures and policies or as agreed by practical experience, in keeping with current legislation) during this period.

- A copy of this document is available to all paid staff, agents and service providers and volunteers of the Club together with its members, visitors, guests and associate members and its content will be covered in all induction programmes carried out or organised by the club for all such persons.
- No job application 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 members, visitors, guests, associate members, employees, agents, service providers and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.
- The policy will be available on the Club website and within the registration process, it is available on request from the club office.
- All staff, agents and service providers will receive appropriate training.

6. Membership

- Swaffham Golf Club will ensure that each application for membership will be determined in accordance with the club's statement on equal opportunities. Other than the total maximum membership number as identified by the committee, no upper membership limits will be applied to any category of membership although to protect against the erosion of any group of members, the Club has agreed that a minimum of (5) spaces has been allocated to both genders. The Club may apply an upper limit on the numbers in any category provided that no category is determined by reference to any of the protected characteristics.
- All subscription fees are based on seven day membership and will be equal for all categories save where the club have decided the need for positive action measures and have agreed to offer financial incentives to;
 - alleviate disadvantage experienced by people who share a protected characteristic as identified above,
 - junior members for the duration of the specified membership status,
 - 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.
- 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 or, in the case of juniors, until such time as the member no longer qualifies under the age requirements of the junior section.

- Applications for membership will be as determined by the club committee, and will comply with the requirements of the Equality Act 2010 or any statutory modification thereof. Applicants who are considered to be suitable for membership will be allocated membership on a first come, first served basis save that the committee may in their absolute discretion but only where the number of members in an under-represented category has fallen below the agreed minimum and solely to protect against the erosion of that group of members admit in preference to a member of another group an applicant who has a protected characteristic of the under-represented group.

7. Membership Rights

- 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 and communication will be given to all members or individuals either governing or working for the Club on its commitment to Equality through the appropriate mediums.
- All participants at the Club, in whatever capacity shall receive fair and equitable treatment in all aspects of their membership.
- All members will have equal access to all joint function rooms and bars at all times save where acceptable similar facilities have been provided to allow single sex occupation at certain agreed times.
- Members who wish to transfer their category of membership shall have their request considered by the committee who will make their decision based on availability.
- All bye-laws introduced by the committee shall reflect fair and equitable treatment in respect of the club's practices policies and procedures they are designed to address.

7.1 Responsibilities

The Golf Club Committee is responsible for ensuring that the Club operates in accordance with the Constitution and the Rules and Bye Laws as written and updated from time to time and in conformity with the Equality Act 2010 or any statutory modification thereof. The committee shall be elected in accordance with the procedures as identified in the Constitution of the Club.

7.2 Course access

General All members shall enjoy equal access to the golf course(s) at all times save only where this is superseded by the limitations of any restricted access membership.

- Conditions of Entry to club competitions shall be as specifically identified in the competition handbook eligibility.
- The playing of designated trophy competitions shall take precedence within the competition calendar of the club. On such occasions and for the duration of the allotted tee reservation, the course will only be available to participants in the competition.
- Where it can be identified that the preponderance of male competitions denies equal access to females at weekends or at regular or particular times, the club will ensure that suitable alternative opportunities for weekend play for females are included in the playing calendar.
- Handicap Qualifying Competitions shall be open to members whose membership categories allow, and shall be played concurrently subject only to gender variations as determined by the Council of

National Golf Unions (CONGU) Unified Handicapping Scheme. Tee time availability will be in accordance with the current tee time booking procedure.

- When general play conditions prevail, access to the course shall be in accordance with the tee time booking procedure and the membership category restrictions stated in the club rules and constitution.

8. Exemptions

- The Club reserves the right to limit competition to specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition. The Club will take positive action in providing opportunities to increase the inclusion of people from under-represented groups.

Rules and Bye Laws

The terms and conditions of membership and playing rights do not affect the R&A Rules of Golf relating to Etiquette nor the general Rules and Bye Laws of the Club.

Compliance

The Club Committee will ensure that the requirements of the Equality Bill and the Terms and Conditions of this Equality Statement are being adhered to and to monitor and evaluate the interpretation of these documents. Alternatively the committee may appoint a Sub-Committee from the membership to form a Compliance Committee. The committee will review process and operation to consider the level of compliance in relation to the legislation.

Complaints

The content of this document applies equally to members, associate members, visitors, guests, employees, servants, agents and service providers of the club. The Chairman has overall responsibility to the committee for ensuring that the requirements of this document are implemented. The day to day responsibility for the Statement of Intent and Equality Policy will rest with the Chairman. Any complaint or grievance will be dealt with via the appropriate policy and procedures, e.g. Disciplinary Procedure or Mediation process.

If any dispute arises in connection with this policy, the parties will attempt to settle it by mediation in accordance with the Mediation Procedure of the National Golf Club's Advisory Association (NGCAA). Unless otherwise agreed between the parties, the mediator will be nominated by the Chairman of the NGCAA. To initiate the mediation a party must give notice in writing ('ADR notice') to the other party(ies) to the dispute requesting a mediation. A copy of the request should be sent to the NGCAA. The mediation will start not later than 56 days after the date of the ADR notice. The commencement of mediation will not prevent the party(ies) commencing or continuing court proceedings/an arbitration.

9. Discipline

In accordance with the Club Code of Conduct and Disciplinary Policy and Procedures, any reports of alleged breaches of our Equality Policy will be investigated, and appropriate disciplinary action will be taken, based on the outcome of the investigation.