

CUMBRIA LADIES' COUNTY GOLF ASSOCIATION (CLCGA)

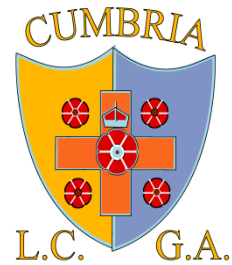
EQUALITY, DIVERSITY & INCLUSION POLICY 2023

1. STATEMENT OF INTENT

- 1.1 CLCGA shares England Golf's belief that golf belongs to everyone. All who play and all who aspire to play must have an equal opportunity to do so.
- 1.2 The County is committed to the principles of equality and diversity throughout its paid and volunteer workforce, throughout its membership base and any others with whom the County engages.
- 1.3 The County represents female golf in the county of Cumbria, and will work with Cumbria County Golf Union to embed the terms of this policy throughout golf in Cumbria.
- 1.4 The County considers that everyone should play their part in making golf inclusive and aims to ensure that all people, irrespective of background or Protected Characteristics (*age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation*) have a genuine opportunity to engage with golf. We will not disadvantage any individual by imposing conditions or requirements which cannot be justified.

2. WHO DOES THIS POLICY APPLY TO?

- 2.1 This Policy shall apply to, and be binding upon The County, its Executive Committee, staff, volunteers, coaches, contractors, squad players, agents, and representatives working, holding office or acting for or on behalf of the County.
- 2.2 As a membership organisation, the County also requires that all member golf clubs affiliated to the County commit to the principles set out in this policy. It is a requirement of affiliation to the County and to England Golf that affiliated golf clubs adopt an Equality and Diversity policy that is consistent with that of England Golf and the County. Failure to do so may result in action being taken by the County and/or England Golf which could result in loss of benefits of affiliation



including access to WHS handicaps or disaffiliation to England Golf and the County.

3. OTHER IMPORTANT DOCUMENTS

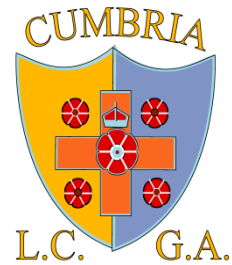
This policy works with other documents adopted by the County, in particular:

- Disciplinary Regulations which may be used to deal with alleged breaches of this policy.
- Safeguarding Children and Young People Policy, and Safeguarding Adults Policy, which will be followed in respect of any matters which give rise to a safeguarding concern.
- N.A. Insert title of any relevant employment policies, for example: recruitment policy, standard terms of service, grievance procedure, etc] which relate to the relationship between the County and those it employs and the recruitment process.
- Codes of Conduct which set out the standards of behaviour and conduct expected from those who are attending County events, representing, working for, or otherwise engaging with the County in some capacity.
- Data Protection Policy which sets out how we will handle personal data, including data collected to monitor diversity in line with this Policy.
- Complaints Policy which may be used to deal with concerns raised about the actions of the County
- Adopt EG and North Region Codes of Conduct for young golfers, parents/carers, trolley pullers (to be reviewed following North Region meeting) and spectators. See Appendices 2, 3, 4, 5.

4. POLICY IMPLEMENTATION

A. WHAT WE WILL DO

1. Promote fairness, equality, diversity and respect for everyone working, volunteering or participating in the sport of golf or otherwise engaging with the County.
2. Encourage the involvement of all those who wish to be involved in golf regardless of background, ability, or any Protected Characteristic.
3. Ensure that all competitions, events and activities are administered by the County are carried out in a fair and equitable way (except where specific situations and conditions prevent this, or where we consider that Positive Action is a proportionate way to achieve a legitimate aim).



4. Monitor and review County policies, procedures and regulations to ensure that they are consistent with the requirements of this policy. This will be done annually in September.
5. Where practical, we will take steps to monitor the diversity of the County's members, participants, players, volunteers and others that we may engage with in order to measure and assess the impact of this policy
6. Provide appropriate training and support to staff, volunteers, officials and others.
ED&I course for Executive members; record of training to be developed. (Decision at next Executive meeting as to how this is achieved e.g. group training, individual online, costs)
7. Make reasonable adjustments for those with a disability.
8. Publish this policy on the County website, annually following monitoring.

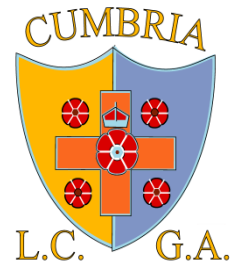
B. WHAT WE WON'T DO

1. Discriminate against anyone, either directly or indirectly, on the basis of a Protected Characteristic.
2. Subject anyone to less favourable treatment on the basis of them doing a Protected Act (victimisation – see section 7.C below).
3. Subject anyone to harassment in relation to a Protected Characteristic.

5. REPORTING PROCEDURES

If you are concerned about the behaviour or conduct of someone at a county event, someone representing the County, or any other breach of this policy:

- 5.1 Please report the matter to the County Competition Secretary, Carol Slinger, in the first instance. Following that, any County Executive member who is present, giving as much detail as possible. (See Informal Complaint Form, Appendix 1)
- 5.2 If the matter is reported verbally, and you are able, please follow the verbal report in writing as soon as possible. (Use Informal Complaint Form, Appendix 1)
- 5.3 The County will consider the appropriate way to deal with the matter, which may include referring the matter to and/or seeking guidance from England Golf.



6. HOW WE WILL DEAL WITH BREACHES OF THIS POLICY

- 6.1 When we receive a report or a concern that relates to this policy, we will ask a member of the Executive committee to consider the matter initially. **If at a County event, this will be the Competitions Secretary Carol Slinger or at other times, the Honorary Secretary, (Fliss Holloway clcga@outlook.com)** but there may be circumstances in which another person is asked. They will consider the appropriate next steps, which may include the following:
- a. seeking further information in relation matters raised
 - b. seeking guidance from England Golf or any other appropriate body or organisation
 - c. referring the matter to another body or organisation
 - d. dealing with the matter informally
 - e. deciding which procedure is the most appropriate, such as the Employee Disciplinary Procedure, the Safeguarding Policies or the Disciplinary Regulations, to progress the matter formally.
- 6.2 The County will usually inform the person reporting the matter of the next steps and/or the outcome of the matter. However, there may be circumstances in which we are not able to disclose full details to the reporting individual. This may be because the law prevents us from doing so, because some information is confidential or to protect the safety or wellbeing of those involved.

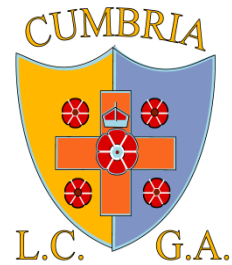
7. KEY CONCEPTS, DEFINITIONS AND EXAMPLES

A. The Equality Act 2010 and Discrimination

Every individual and organisation to whom this Policy applies must not act in a way which is directly or indirectly discriminatory and must make reasonable adjustments to avoid discriminating against anyone with a Protected Characteristic. Failure to do so will be considered a breach of this Policy, and may be a breach of the Equality Act 2010,

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly against individuals or groups with certain **"Protected Characteristics"**. The **"Protected Characteristics"** are listed in section 4 of the Act:

- Age;
- Disability;
- Gender Reassignment;



- Marriage and Civil Partnership;
- Pregnancy and Maternity;
- Race;
- Religion or Belief;
- Sex;
- Sexual Orientation.

Direct Discrimination

Direct Discrimination is defined at section 13(1) of the Equality Act 2010: "*A person (A) discriminates against another (B) if, because of a protected characteristic, A treats B less favourably than A treats or would treat others.*"

For example, if an action or decision is taken by a county body which treats females less favourably than males, this would be considered direct discrimination on the grounds of sex, which is a protected characteristic.

Indirect Discrimination

Indirect Discrimination is defined at section 19(1) of the Equality Act 2010: "*A person (A) discriminates against another (B) if A applies to B a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of B's.*"

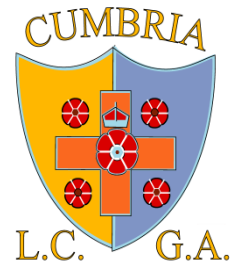
Indirect discrimination occurs where less favourable treatment is not necessarily the main effect or objective of an action or decision.

Since the nature of indirect discrimination is that the discriminatory effect is an unexpected or unforeseen effect of a good faith decision, complaints of indirect discrimination should therefore be considered carefully and objectively, and not dismissed out of hand purely because the effect was not an expected or intentional one.

If, for example, a county organisation introduces a rule that club competitions can only be played on Saturdays, this rule would prevent members with certain religious beliefs from taking part in the competition. Although it may not have been the intention of the golf club, the effect of the rule is the less favourable treatment of members on the grounds of religion or belief, which is a protected characteristic. This is indirect discrimination.

Actions and Intentions

An action or decision will still be considered discriminatory even if the less favourable treatment is unintentional. It may not always be obvious to the perpetrator that their actions are discriminatory. Indirect discrimination is often unintentional, but it is not a defence to an allegation of discrimination to say that the perpetrator did not mean to



discriminate against a person or group. Discrimination can arise out of actions and decisions but can also arise out of omissions and failure to take actions or decisions.

Reasonable Adjustments

Everybody to whom this Policy applies is under a duty to make reasonable adjustments to avoid discriminating against any individual or group with a Protected Characteristic of Disability.

The duty is to make *reasonable* adjustments. It is not unreasonable for adjustments to cost time, money, or other resources. However, an adjustment may not be reasonable if the cost is disproportionately high or making the adjustment would be unfeasible, and the resources required to make an adjustment are an important factor to be considered in deciding whether an adjustment is reasonable.

Positive Action

It can be lawful to make decisions that discriminate on the basis of a Protected Characteristic in very limited and exceptional circumstances, if the discrimination is a 'Positive Action' taken in order to address an underrepresented group or Protected Characteristic. Positive Actions must be reasonable, justifiable, and clearly linked to a legitimate aim.

Examples

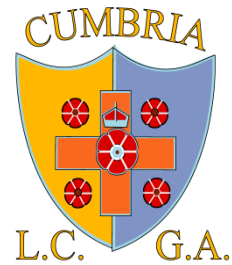
In a golfing context, some examples of unlawful discrimination might include:

- Not allowing the use of golf buggies, as this increases the cost of maintaining the course;
- Restricting the number of tee times available to women during peak hours at a golf course;
- Not allowing competitions to be played on alternate days to accommodate for certain religious beliefs.

B. Harassment

Harassment is defined in section 26(1) of the Equality Act 2010. Harassment occurs where a person engages in unwanted conduct related to a Protected Characteristic (outlined in the Equality Act 2010), which has the purpose of either:

- Violating the other person's dignity; or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment for the other person.



In determining whether conduct amounts to harassment, regard is had to:

- The perception of the victim;
- Whether it is reasonable for the conduct to have the perceived effect; and
- The Wider circumstances of the matter.

Sexual Harassment

Sexual harassment occurs where a person engages in unwanted conduct of a sexual nature, and the conduct has the purpose or effects outlined above.

One Off Incidents

A single, isolated, or one-off incident can still amount to harassment. The key consideration is the purpose or effect of the conduct.

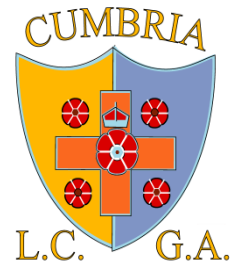
Protection from Harassment Act 1997

Harassment can still occur even if it not based on a Protected Characteristic. The Protection from Harassment Act 1997 made it a civil, and sometimes a criminal, offence to carry out a course of conduct that amounts to harassment.

Examples

In a golfing context, some examples of unlawful harassment might include:

- Employees making unwanted or inappropriate contact with colleagues at a golf club or facility;
- Targeting disabled golfers using buggies and demanding to see proof of a disability where this is not required by the terms of competition;
- Disproportionate and public criticism or sanctioning of an individual's behaviour by an organisation for irrelevant or personal reasons.



C. Victimisation

Victimisation is defined in section 27(1) of the Equality Act 2010.

Victimisation occurs where a person suffers a detriment because they do a protected act, or are believed to have done a protected act.

Protected Act

A protected act includes bringing legal proceedings or making a complaint under the Equality Act 2010 in relation to discrimination, harassment, bullying, or any other issue related to equality, diversity or Protected Characteristics.

Detriment

A detriment can be any less favourable treatment, including direct acts such as suspensions, fines, sanctions, and verbal and physical aggression.

It is not necessary to show that somebody is being treated less favourably than somebody else who did not do a protected act, only that they have been subject to a detriment because of a protected act.

Examples

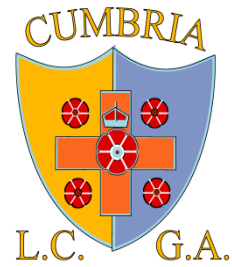
In a golfing context, some examples of unlawful victimisation include:

- Initiating disciplinary proceedings against a person as a result of making a protected act;
- Ignoring a person's valid input into the management of a club or county after that person has made a protected act;
De-selecting a player from a squad or team as a result of that person doing a protected act.

8. Further guidance and support

You can find further information from the following sources:

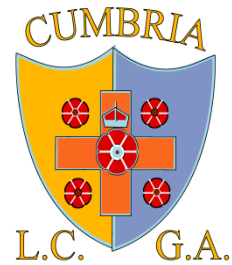
- [England Golf ED&I pages on website](#)
- [England Golf Equality Guidance](#)
- equalityhumanrights.com/en



Appendix 1

INFORMAL COMPLAINT FORM

Brief summary of the complaint.	
Who was involved? Names, roles	
Time and date	
A description of what happened and how it made you feel.	
Preferred outcome	
Expected response timescale	
Person reported to	
Time and date of report	



Appendix 2

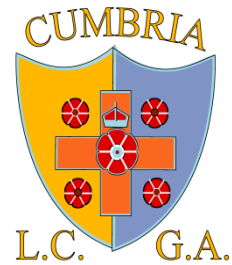
CODE OF CONDUCT FOR YOUNG GOLFERS

As a young golfer taking part in a CLCGA activity, you should:

- Help create and maintain an environment free of fear and harassment
- Demonstrate fair play and apply golf's standards both on and off the course
- Understand that you have the right to be treated as an individual
- Respect the advice that you receive
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents or a County representative) if you consider that you or others have been poorly treated
- Be organised and on time
- Tell someone in authority if you are leaving the venue
- Accept that these guidelines are in place for the well-being of all concerned
- Treat organisers and coaches with respect
- Observe instructions or restrictions requested by the adults looking after you

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Smoking
- Using foul language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants

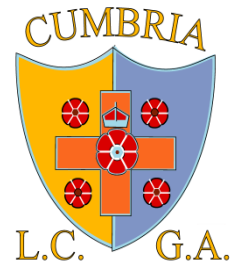


Appendix 3

CODE OF CONDUCT FOR PARENTS/CARERS OF YOUNG GOLFERS

As parents/carers you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at CLCGA
- Report and update CLCGA with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at CLCGA host venues and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at CLCGA events
- Accept the decision and judgement of the officials during events and competition

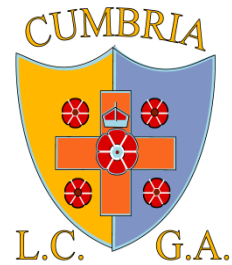


As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the County
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by the County Welfare Officer at CLCGA. Persistent concerns or breaches may result in you being asked not to attend coaching and events, if your attendance is considered detrimental to the welfare of young participants.

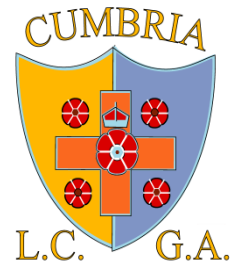
The ultimate action should a parent/carer continue to breach the code of conduct may be the CLCGA regrettably asking your child to leave the session, event or County.



Appendix 4

GUIDANCE FOR TROLLEY PULLERS (to be reviewed)

- Please be with your player at all times and watch the ball.
- Please be aware that your player may not wish to chat during the game. Discuss with your player before the match starts as to how they wish the game to proceed.
- Rake bunkers for your player and others if appropriate.
- Please do not wheel the trolley between a bunker and the green.
- Trolley pullers are not allowed on the tees or greens.
- Only the designated advisors can give advice.
- Pullers should not leave trolley and golf bags unattended at any time. Trolley pullers are not responsible for any clubs or equipment belonging to the player once the match is completed.



Appendix 5

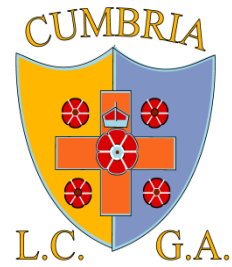
SPECTATOR CODE OF CONDUCT

1. Ensure your mobile phone is switched off or on silent.
2. Do not walk close to players, keeping to the sides of the fairways thus avoiding any allegations of advice being offered.
3. Keep away from any ball in play.
4. Whilst a ball is in play keep still and quiet and avoid using cameras.
5. Ball spotting and searching – you can help BUT
 - Avoid trampling down long grass.
 - Do not touch a ball if it might be a player's ball.
 - If walking ahead of players in order to spot their balls please keep well away from the players in front.
6. Do not carry or handle a player's clubs or equipment (the player may be penalised if you do so).
7. Whenever players under 18 are competing, you must not take photographs without obtaining permission from a County Official.

In the event of a complaint being made the following process is to be followed:

It will fall to the relative County to control any unacceptable behaviour by a spectator. The captain, or nominated person, should engage with the individual. If the association of this spectator with one team or the other is unclear or disputed, then we engage both Counties. If the individual fails to correct their behaviour, they will be asked to leave the course.

(I suggest the above replaces the passage below, but please comment as you wish)



In the event of a complaint being made the following process is to be followed: Captain, or nominated person to engage with the individual. In other words, if a spectator is causing a problem, it will fall to the relative County to control any spectator whose behaviour is unacceptable. If the association of this spectator with one team or the other is unclear or disputed, then we engage both Counties. If the individual fails to correct their behaviour they will be asked to leave the course. At no time should the Championship/Competition Committee interact directly with the offending spectator