



# Norfolk Gliding Club Policies and Procedures

March 2020

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## **1. AFFORDABLE GLIDING POLICY**

### **1.1. Statement of Policy**

Norfolk Gliding Club Limited (“the Club”) believes that cost should not be a barrier to taking an active part in gliding. In order to be as inclusive as possible, membership and other fees are kept as low as is compatible with covering the costs of running the Club. Our charges are low compared to other clubs within East Anglia and beyond.

The Club's costs are kept low through members' voluntary work. Everyone who is a member of the club is expected to be an active volunteer; all the instructors give their time freely, often to the detriment of time spent in their own gliders. Other members drive the winches, serve as directors, help manage the airfield, maintain the glider fleet and the vehicles used by the Club, mow grass, repair the clubhouse and so on. Many members spend far more time on these necessary activities than they do actually flying, taking pleasure in being a Club member.

The club recognises that even though our charges are low, there are some members who would find the full membership cost unaffordable. Therefore, using the Community Amateur Sports Club (“CASC”) regulations for reference and considering each case on its individual merits, the Board of Directors will give consideration to applications from Club members who find the Club's standard tariffs to be challenging.

### **1.2. The Norfolk Gliding Club Limited Affordable Gliding Scheme**

Prospective and existing Club members on low incomes may apply for preferential combined membership and participation rates under the Club's ‘affordable gliding’ scheme. The scheme will provide members with the opportunity to take part in Club gliding activities, including flying in Club aircraft, on a weekly basis for no more than £520 per Membership Year, or pro-rated part thereof.

### **1.3. Applicants will need to satisfy the following scheme criteria:**

- a) They are an existing Club member or intend to become one;
- b) The usual Club rates for membership and participation raise concerns about affordability.

### **1.4. Scheme notes**

- a) The Board of Directors is aware that the relationship between ‘income’ and ‘affordability’ is defined by each individual's commitments and dependents, therefore the decision making process will take into account each applicant's discretionary income.
- b) Receiving benefits from the affordable gliding scheme will not affect the usual rights or obligations of Club membership.
- c) The Club is a volunteer run club and therefore the Board of Directors encourages all members to take part in the full range of gliding activities, including the very many voluntary tasks involved with running the gliding club. However, the Board of Directors will not ask recipients of any agreed preferential rates to do anything specifically in return for receiving those preferential rates.

- d) It is up to each individual to ensure they can afford £520 pa; the Club is not obliged to agree to any lower rate.

### **1.5. *Application and Assessment Procedures***

- a) Potential applicants should contact the Chairman, who will explain the scheme, answer any questions and supply an application form.
- b) Completed applications should be sent to the Chairman.
- c) The Club will appoint an assessment panel to consider applications from Club members in a timely manner.
- d) The panel shall be made up of three Directors none of whom shall be related to the applicant. The members of the panel will be appointed by the Board of Directors from time to time and will include a prioritised reserve list to cover the eventuality of a panel member's involvement with an applicant.
- e) Applications will be considered against the Club's published Scheme criteria and notes (above); the onus is on the applicant to show that they cannot afford the Club's usual rates.
- f) The panel will have discretion to consider each application individually and in isolation from other applications, as appropriate.
- g) The outcome will be communicated in writing to the applicant.
- h) The panel has discretion to tailor solutions to accommodate individual needs and will agree terms individually with successful applicants.
- i) Individual applications and agreements will be kept confidential within the Club's administration. Any personal financial information provided by the applicant will be returned after the panel has made its decision. Copies will not be kept on file.
- j) Applicants unhappy with any decision made by the panel have the right to appeal. Details of the Appeals process are set out in the Club's Complaints, Disciplinary and Appeals Procedures.
- k) There is no limit to the number of members on this scheme.

This policy was adopted by Norfolk Gliding Club Limited on 5<sup>th</sup> February 2020.

## 2. CHILD PROTECTION POLICY

This is the child protection policy for Norfolk Gliding Club Limited (“the Club”). It aims to:

- a) Establish clear lines of communication for any child protection issue; and
- b) Avoid confusion for instructors, officials and volunteers.

For child protection purposes, a child refers to any person under the age of 18. Everyone who works with or around children and vulnerable adults needs to be aware of the laws that aim to protect children from harm. There is a considerable body of legislation and government guidance including:

- Children Act 1989
- Children Act 2004
- Protection of Children Act 1999
- Human Rights Act 1998
- UN Convention on Rights of the Child
- Sexual Offences Act 2003
- Statutory Guidance on Inter-Agency Working: Working Together to Safeguard Children
- Government Green Paper: Every Child Matters

This policy is supported by the policy and procedures set out in the British Gliding Association (“BGA”) document “*Child Protection Policy and Procedures*”, which is available from the Club on request or can be downloaded from the BGA website. Should you have any queries relating to this policy, please contact any of the following:

Club's Child Protection Officer	Mr J Roche-Kelly Tel: 01379 677207
Club's Child Protection Deputy Officer	Mr W. Leader Tel: 01379 677207
BGA Child Protection Leader	Tel: 077880 547176
BGA Office	Tel: 0116 289 2956

***If you have any concerns about the immediate safety of a child or vulnerable adult, do not delay; Children's Services and the Police are always available.***

### 2.1. Duty of Care

The Club recognises that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors and club members. However, abuse does take place in sport and every adult has a legal and moral responsibility to protect young people and vulnerable adults in sport from abuse. The Club recognises that all

Club members have a duty of care towards young and vulnerable participants and can help to protect them from abuse.

## **2.2. Principles**

The Club recognises that:

- a) The welfare of young people and vulnerable adults is a primary concern.
- b) All young people and vulnerable adults have the right to protection from abuse.
- c) It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.
- d) All incidents of suspicious poor practice and all allegations of abuse should be taken seriously and responded to swiftly and appropriately.

## **2.3. Summary of Responsibilities**

The Club:

- a) Accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- b) Respects and promotes the rights, wishes and feelings of young people and vulnerable adults.
- c) Recruits, trains and supervises its volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- d) Requires all members to adopt and abide by this Child Protection Policy.
- e) Responds to allegations appropriately and implements the appropriate disciplinary and appeals procedures.

It is intended that all volunteers working with young people and vulnerable adults will receive training to assist them in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the BGA and at club level, whom they can contact about child protection issues.

This policy was adopted by Norfolk Gliding Club Limited on the 9th January, 2011

### **3. CODE OF CONDUCT**

***A revised Code of Conduct is currently being prepared. It is expected to be adopted at the board meeting scheduled for 2<sup>nd</sup> April 2020.***

## 4. CODE OF PRACTICE FOR GLIDING LESSONS

Norfolk Gliding Club Limited ("the Club") operates the Code of Practice recommended for flying training in gliders at British Gliding Association affiliated gliding clubs in the UK. It is the only means by which payment can be made by a member of the public for the privilege of flying in a glider. It is intended to ensure that there is complete understanding of the arrangement.

The individual receiving the lesson is considered to be a member of the flight crew and *not a passenger*. The flight is not classed as public transport as defined in Article 119(2)(a) of the Air Navigation (No 2) Order 1995, which provides that a flight shall be for the purpose of public transport if valuable consideration is given or promised for the carriage of passenger(s) on that flight.

### 4.1. *The Code*

- a) The instructor shall clearly explain the purpose of the flight to the student. The primary intention of the instructor in carrying out the flight is to give flying instruction, and the primary intention of the student is to receive flying instruction, and as such the student is a member of the flight crew.
- b) The student, instructor and, if applicable, the pilot of the aeroplane towing the glider, shall be members of the club operating the flight.
- c) The instructor carrying out the flight shall hold a valid British Gliding Association instructor rating, and be in current flying practice.
- d) The flight shall be conducted in accordance with the instructional procedures laid down within the British Gliding Association Instructors Manual.
- e) New trainees will generally have little knowledge of how gliders (and powered aircraft) operate, and will be supervised when on an operational part of the airfield. A safety brief shall be given regarding the general operation of the gliding site and the specific hazards which may be encountered. The new trainee shall comply with instructions given in relation to their safety and the safety of others.
- f) A thorough pre-flight briefing shall be given, not necessarily by the instructor undertaking the flight, indicating the purpose of the flight, and how the flight is to be conducted. The student will be made aware that on an instructional flight the gliding club is not required to comply with public transport requirements applicable to passenger carrying flights.
- g) Where the Club promotes the availability of flying instruction to potential members this will indicate that any such flights are "LESSONS".

This policy was adopted by Norfolk Gliding Club Limited on the 8<sup>th</sup> May 2011. It is currently under review.

## **5. COMPLAINTS, DISCIPLINARY AND APPEALS PROCEDURES**

### **5.1. *Statement of Intent***

Norfolk Gliding Club Limited (“the Club”) believes that Club members, their guests and visitors are entitled to expect courtesy and consideration and to be able to operate within a culture of safety. The development and maintenance of such a safety culture relies on everyone being able to trust one another, and for each person to show consideration for fellow participants. To this end, the Club's Board of Directors expects certain minimum standards of behaviour from Club members, their guests and visitors. This includes a responsibility for all Club members, their guests and visitors to bring to the attention of a Club official any situation which is believed to constitute a hazard, so that adequate mitigation can be applied, or risk of exposure to the hazard can be removed.

### **5.2. *COMPLAINTS AND DISCIPLINARY PROCEDURES***

#### **a) Aim**

The Club's Board of Directors aims to bring all concerns about the running of the Club to a satisfactory conclusion for all parties involved.

#### **b) Flying matters**

All complaints concerning flying operations shall be dealt with by the duty instructor or the Chief Flying Instructor (“CFI”).

- a) A member making a complaint relating to a flying matter shall initially refer the complaint to the duty instructor on the day.
- b) If the matter cannot be satisfactorily resolved on the day by the the duty instructor, or if the complaint is in relation to the duly instructor, then the complaint shall be referred to the CFI.
- c) The CFI shall initiate investigations into any complaint of misconduct that is referred to him/her.
- d) The CFI shall inform the Club's board of directors on the progress of the investigations.
- e) Records of all written complaints and of the investigations shall be kept confidential.
- f) The CFI shall furnish the individual against whom a complaint has been made with details of that complaint and afford him or her the opportunity of providing a response verbally or in writing.
- g) Where it is established that an incident of misconduct has taken place, the CFI shall notify the member guilty of such misconduct of any sanction being imposed. The notification shall be made in writing, setting out reasons for the sanction. If a member is under 18 years of age, the correspondence shall be addressed to the member's parents or guardians.

### **c) Matters not concerned with flying**

The Club shall appoint a Complaints and Disciplinary Committee to resolve problems concerning the conduct of its members. Matters relating to child abuse should be dealt with under the Club's Child Protection Policy.

- a) A member making a complaint not relating to a flying matter shall initially refer the complaint to the Chairman. If the matter cannot be satisfactorily resolved on the day by the Chairman, or if the complaint is in relation to the Chairman, then the Chairman will refer the matter to the Complaints and Disciplinary Committee.
- b) The Complaints and Disciplinary Committee shall be made up of three directors. The Complaints and Disciplinary Committee will be appointed by the board of directors and will include a reserve list to cover the eventuality that a complaint is made by or against a member of the Committee. If a complaint is made by or against a member of the Committee, that person shall be replaced by a director on the reserve list.
- c) The Complaints and Disciplinary Committee shall initiate investigations into any complaint of misconduct that is referred to it.
- d) The Complaints and Disciplinary Committee shall inform the Club's board of directors on the progress of the investigations.
- e) Records of all written complaints and of the investigations shall be kept confidential.
- f) The Complaints and Disciplinary Committee shall furnish the individual against whom a complaint has been made with details of that complaint and afford him or her the opportunity of providing a response verbally or in writing.
- g) Where it is established that an incident of misconduct has taken place, the Complaints and Disciplinary Committee shall notify the member guilty of such misconduct of any sanction being imposed. The notification shall be made in writing, setting out reasons for the sanction. If a member is under 18 years of age, the correspondence shall be addressed to the member's parents or guardians.

### **5.3. APPEALS PROCEDURES**

#### **a) Aim**

In the event that a club member is unhappy with a decision made by the relevant Club Official or by the Complaints and Disciplinary Committee, they have a right to appeal.

#### **b) Flying matters**

If a member who has made a complaint or a member against whom a complaint was made is unhappy with a decision of the CFI he or she has the right to appeal the decision to the Complaints and Disciplinary Committee.

- a) Any appeal shall be made in writing within 21 days of the issue of the decision of the CFI.
- b) Records of all appeals and of the investigations shall be kept confidential.

### **c) Matters not concerned with flying**

If a member who has made a complaint or a member against whom a complaint was made is unhappy with a decision of the Complaints and Disciplinary Committee he or she has the right to appeal the decision to the Club's board of directors.

- a) Any appeal shall be made in writing within 21 days of the issue of the decision of the Complaints and Disciplinary Committee.
- b) Records of all appeals and of the investigations shall be kept confidential.
- c) If the appeal is made by or concerns a director of the Club that person shall stand aside.
- d) The board of directors shall have the power to confirm, set aside or change any sanction imposed by the Complaints and Disciplinary Committee.
- e) Where the directors establish or uphold a decision that an incident of misconduct has taken place, the directors shall notify the member of any sanction being imposed. The notification shall be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age the correspondence shall be addressed to the parents or guardians.

### **d) Appeal to Members against refusal of application for membership/termination of memberships**

If an applicant for membership wishes to appeal against a decision of the board of directors to reject his or her application for membership, or a member wishes to appeal against a decision of the board of directors to terminate his or her membership, the directors shall, within 28 days' of receipt of a written request from the applicant or member (as the case may be), convene a general meeting of the members of the Club to consider the appeal. The applicant or member (as the case may be) and the chairman of the meeting shall have the right to address members at the meeting so convened. The members shall decide by a simple majority whether to uphold the decision of the board of directors or to grant the appeal. The members' decision shall be final.

### **e) The role of the British Gliding Association**

In most cases matters will be resolved within Club existing procedures and the Club constitution. It may be that beyond that level of resolution there are enduring concerns. If the matter concerns any British Gliding Association systems, such as instructing, coaching, safety or airworthiness systems, advice or input may be sought from the British Gliding Association as appropriate.

Please note that due to the way the British Gliding Association and individual gliding clubs in the UK function, you should be aware that the British Gliding Association generally does not get involved with internal club management issues and is only likely to get involved with an appeal in exceptional circumstances.

This policy was adopted by Norfolk Gliding Club Limited on 5<sup>th</sup> March 2020.

## **6. DATA PROTECTION POLICY AND PRIVACY NOTICE**

### **6.1. Data held by the Norfolk Gliding Club Limited (the Club")**

Data is used within two major programmes which are stored on a Club Server with backup on a second Club server. These programmes are password protected and available to a minimum number of Club officers. The software is protected by Macfee security software. Connection to the internet is via a router with adequate firewalls and filters set up. The two programs are the 'Tracker' membership and flying log programme and the 'Quick Books' financial programme.

### **6.2. Data input/collection**

On joining the the Club, a new member completes an application form with personal details including address, email and phone numbers, date of birth, details of next of kin, medical certification and flying qualifications. This data is then entered onto the tracker programme by the Admin Officer, the Membership Secretary or the Treasurer. Address and contact details are also entered into the Quick Books programme for accounting and invoicing activities. The new member is required to add an authorisation signature to confirm that the Club can store and use the data provided.

### **6.3. Data Access and Usage**

Membership data access is limited to the Admin Officer, the Membership Secretary, the Treasurer and the Chairman.

Flight log data access is limited to the Admin Officer, the Membership Secretary, the Treasurer and the Chairman.

Financial data access is limited to the Admin Officer and the Treasurer.

### **6.4. Backup Data**

All electronic data is backed up automatically on a second Club server. Hard copies of all membership data flight log data are stored in a locked cabinet, within a locked office within the club building. Backup financial data is stored in locked filing cabinets.

### **6.5. Data destruction.**

On ceasing to be a member, the member will be required to confirm whether he or she wishes his or her personal data to be destroyed. Financial data is retained for 6 years and then destroyed.

### **6.6. Privacy Notice**

Norfolk Gliding Club Limited ("the Club") is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of the Club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to we, **our or us** in this privacy notice are to the Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our [Data Protection Compliance Manager -who is this?] has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this notice.

### **a) PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

Depending on the type of Membership you apply for, you may initially provide us with or we may obtain personal information about you, such as information regarding your:

- a) personal contact details that allow us to contact you directly such as name, title, email addresses and telephone numbers;
- b) date of birth;
- c) gender;
- d) records of your interactions with us such as telephone conversations, emails and other correspondence;
- e) bank account, credit and debit card and other payment details you provide and details of the financial transactions with you;
- f) use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- g) records of your attendance at Tibenham airfield;
- h) CCTV footage and other information obtained through electronic means;
- i) images in video and/or photographic form and voice recordings;
- j) identification documents such as flying license, log book details and medical certificates;
- k) details of next of kin, family members, and emergency contacts;
- l) records and assessment of any flying qualifications or ratings, competition results;
- m) any disciplinary and grievance information.

### **b) WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information when you apply to become a Member of the Club and when participate in flying activities, and when you correspond with us by phone, email or in some other way.

We also may collect personal information about you from any third party references you

provide as part of the application process for Membership.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them as appropriate. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

### c) USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

<b>Purpose</b>	<b>Personal information used</b>	<b>Lawful basis</b>
To administer your Membership and to manage our relationship with you, including dealing with payments and any facility enquiries made by you	All contact and Membership details, transaction and payment information, and records of your interactions with us	This is necessary to enable us to properly manage and administer your Membership
To send you information on competitions and updates on flying activities, events and competitions	Contact and membership details	This is necessary to enable us to properly manage and administer your Membership
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your Membership
Retention of records	All the personal information we collect	We have a legitimate interest in retaining records while they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your Membership and run our club and in some cases we may have legal or regulatory obligations to retain records
The security of our IT systems	Your usage of our IT systems and online portals	We have a legitimate interest to ensure that our IT systems are secure
To conduct data analytics studies to better understand event attendance and trends	Records of your attendance at any events or competitions hosted by us	We have a legitimate interest in doing so to ensure that our events and competitions are targeted and relevant

To promote Membership of the Club, our events and competitions	Images in video and/or photographic form	Where you have given us your explicit consent to do so
To comply with health and safety requirements	Records of attendance, CCTV footage and other information obtained through electronic means, medical information about your health	We have a legal obligation and a legitimate interest to provide you and other Members with a safe environment in which to participate in sport
To administer your attendance at any courses or training programmes you sign up to	All contact and membership details, transaction and payment data	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme
To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety, and to assess your fitness to participate in any of our flying activities	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all Members and to ensure the effective management of any disciplinary hearings, appeals and adjudications
For the purposes of equal opportunities monitoring	Name, title, date of birth, gender, information about your race or ethnicity and health and medical information	We have a legitimate interest in doing so to promote a sports environment that is inclusive, fair and accessible
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences	For criminal records we process it on the basis of legal obligations or based on your explicit consent

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data

made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to so do on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

#### **d) CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

#### **e) CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [admin@norfolkglidingclub.com](mailto:admin@norfolkglidingclub.com) or write to us at Norfolk Gliding Club Limited, Tibenham Airfield, Tibenham, Norfolk NR16 1NT

This policy and privacy notice was adopted by Norfolk Gliding Club Limited on 20<sup>th</sup> May 2018. It is currently under review.

## **7. EQUALITY AND EQUAL OPPORTUNITIES POLICY**

### **7.1. *Statement of Intent***

Norfolk Gliding Club Limited (“the Club”) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, contractor or member receives less favourable treatment on the grounds of:

- Age
- Gender
- Disability
- Race
- Ethnic origin
- Nationality
- Colour
- Parental or marital status
- Pregnancy
- Religious belief
- Class or social background
- Sexual orientation
- Political belief

### **7.2. *Aims***

- a) The Club will take all reasonable steps to ensure that there will be open access to all those who wish to participate in all aspects of gliding activities and that they are treated fairly.
- b) The sport is suitable for men and women of any age. However there are certain practical limitations. For example, the design limitations of the gliders and the Certificates of Airworthiness for the gliders place a minimum and maximum weight and height limit for any occupant(s).
- c) Young people are welcome. The Club will require parent or guardian approval in writing before flying. Insurance requirements may restrict activities above or below a stated age.
- d) The Club will, where possible, offer trial lessons and membership to people with physical or sensory disabilities. However, some medical conditions make it impractical for a person to fly due to the physical requirements of the sport.
- e) Legal considerations prevent the Club from offering flying to persons who do not have the mental ability and maturity to fully understand and act appropriately on in-flight instructions (including during an emergency) given by the pilot in command. The safety of the participant and the instructor will always be paramount and the final decision about whether a prospective participant can be flown will always rest with the pilot in command.
- f) The Club will aim to offer flexible training opportunities to participants based on their individual abilities, needs and requirements, in order to support their progression and growth within the sport.

- g) The Club shall appoint, train, develop and promote on the basis of merit and ability. However, the Club recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle under-representation.
- h) The Club regards discrimination, harassment or victimisation as serious misconduct and any member of staff, contractor or volunteer who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

### **a) Purpose of the Policy**

- a) The Club recognises that it is possible that certain sections of the community may have been affected by past discrimination and may have been denied the opportunity to participate equally and fully in sport at all levels.
- b) This policy has been produced to prevent any potential discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, contractors, volunteers and those participating in Club controlled activity.

### **b) Equality**

- a) The Club is committed to ensuring that equality is incorporated across all aspects of its development and activities. In doing so it acknowledges and adopts the following definition of sports equality, (taken from both Sport England's and Sport Scotland's definition):
  - i. *Equality is not about equal numbers, and it is not necessarily about treating everyone equally. It is concerned more with fairness, justice, inclusion and respect.*
  - ii. *Sports Equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them, including giving differential support to those who experience difficulties, helping to overcome them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*
- b) The Club respects the rights, dignity and worth of every person and will treat everyone fairly within the context of their sport.

### **c) Legal Requirements**

- a) The Club is required by law not to discriminate against its employees, contractors, volunteers and those participating in any Club controlled activity and recognises its legal obligations under, and will abide by the requirements of, the following:
  - Equal Pay Act 1970
  - Rehabilitation of Offenders Act 1974
  - Sex Discrimination Acts 1975, 1986 & 1999
  - Race Relations Act 1976 and the Race Relations Amendment Act 2000

- Children Act 1989
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Employment Equality (Age) Regulations 2006
- Racial and Religious Hatred Act 2006
- Equality Act 2006
- Any later amendments to the above Acts/regulations, or future Acts/regulations that are relevant to the Club.

#### **d) Responsibility, implementation and communication**

a) The following responsibilities will apply:

- i. The Board of Directors is responsible for ensuring that this Equality and Equal Opportunities Policy exists, is kept up-to-date, and is followed and for dealing with any actual or potential breaches.
- ii. The Chairman has the overall responsibility for the implementation of the Equality and Equal Opportunities Policy.
- iii. A specific volunteer or member of staff, designated by the Chairman, has the overall responsibility for ensuring that the policy is effectively implemented and this will form part of their work programme.
- iv. All employees, contractors, volunteers and participants have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equality related tasks.

b) This policy will be implemented immediately and will result in the following:

- i. A copy of this document will be available to all staff (both permanent and contract), volunteers and members of the Club.
- ii. The Club will take measures to ensure that its employment practices are non-discriminatory.
- iii. No applicant (either for a remunerated or volunteer role), 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.
- iv. A planned approach will be adopted to eliminate barriers which discriminate.
- v. The Club will ensure that consultants and advisers used by the Club can demonstrate their commitment to the principles and practice of equality and that they abide by this policy.

c) The policy will be communicated in the following ways:

- i. It will be part of the staff policy folder and reference will be made to it in any codes of conduct.
- ii. It will be covered in all staff and volunteer induction training.
- iii. All Club members will be made aware of the policy's existence when they join; a summary of any revisions will be included in subsequent reviews of this policy.
- iv. It will be available on the Club website.
- v. At time of review, a mechanism will be put in place to allow all staff, contractors, members and volunteers to be part of the process.

#### **e) Review**

- a) Once approved, the policy will apply for 2 years before a formal review takes place, unless any proposal to the Board of Directors, or legislation change, requires an interim review and/or amendment.

#### **f) Disciplinary and Grievance Procedures**

- a) To safeguard individual rights under the policy, an employee (staff or contractor), volunteer or participant in Club controlled activity, who believes they have suffered inequitable treatment within the scope of the policy, may raise the matter through the appropriate grievance procedure.
- b) Appropriate disciplinary action will be taken against any employee, volunteer or participant who violates the Club's Equality and Equal Opportunities Policy.
- c) An individual may raise any grievance and they will not be penalised for doing so unless it is untrue and not made in good faith.
- d) As with all grievance procedures, the final point of appeal relating to this policy is the Board of Directors.

This policy was adopted by Norfolk Gliding Club Limited on the 8<sup>th</sup> May 2011.