



Title: **Equality Policy (members & guests)**

**09<sup>th</sup> November 2020**

## **Equality Policy**

### **1. Statement**

- 1.1. The Pyle and Kenfig Golf Club (“the Club”) in compliance with the Equality Act 2010 and all other legal obligations, are committed to promoting equal opportunities and are resolute in their determination to pursue respective equality of status to all, including members, associate members, visitors, guests, volunteers, staff members and potential staff members, officers, consultants, agents and service providers.
- 1.2. We will endeavour to ensure that every person, including as identified above, regardless of age, disability, gender, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, or pregnancy and maternity (protected characteristics) has a genuine opportunity to participate to their full potential at all levels and in all roles within the Club.

### **2. Equality Policy**

- 2.1. In accordance with the Equality Statement agreed by the Club, the management committee of the Club has produced this Equality Policy. This policy shall be subject to regular review, and at least annually and shall remain effective during this period. This policy is non-contractual and does not create any contractual obligations and we may amend it at any time. Recommendations for change should be reported to the management committee.
- 2.2. A copy of this policy is available to all staff members and potential staff members, volunteers, officers, consultants, agents and service providers, together with its members, visitors, guests and associate members. Its content will be covered in all induction programmes carried out or organised by the Club for all such persons. All staff, agents and service providers will receive appropriate training.
- 2.3. The policy may also be available on the Club website.
- 2.4. We will not place any job applicant at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which discriminate.
- 2.5. All members, associate members, visitors, guests, volunteers, staff members, officers, consultants, agents and service providers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

### **3. Membership**

- 3.1. The Club will ensure that each application for membership will be determined in accordance with the Club’s Statement on Equal Opportunities.

- 3.2. All subscriptions fees will be equal for all categories save where the Club has decided the need for positive action measures and has agreed to offer financial incentives to:
  - 3.2.1. Junior members for the duration of the specified membership status.
  - 3.2.2. Encourage increased levels of membership to a pre-determined number within specific categories which are all our aged 18 to 29 Intermediate categories.
- 3.3. 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.
- 3.4. Applications for membership will be determined by the management committee of the Club and will comply with the requirements of the Equality Act 2010 or any legal obligations. Applicants who are considered to be suitable for membership will be allocated membership on a first come, first served basis save that the management committee of the Club may in their absolute discretion, but only where the number of members in an under-represented group 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.

#### 4. **Membership Rights**

- 4.1. 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.
- 4.2. Clear guidance and communication will be given to all members or individuals either governing or working for the Club on its commitment to equality and fairness through the appropriate mediums.
- 4.3. All participants at the Club, in whatever capacity shall receive fair and equitable treatment in all aspects of their membership.
- 4.4. 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.
- 4.5. Members who wish to transfer their category of membership shall have their request considered by the management committee who will make their decision based on availability.
- 4.6. All bye-laws introduced by the Club shall reflect fair and equitable treatment in respect of the Club's practices policies and procedures they are designed to address.

## **5. Officers of the Club**

### ***Responsibilities***

- 5.1. The management committee is responsible for ensuring that the Club operates in accordance with the Memorandum of Association, 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 legal obligations.
- 5.2. The management committee shall be elected in accordance with the Club's fair and equal procedures as identified in the Constitution of the Club.
- 5.3. Any member who meets the criteria for election to the committee shall be encouraged to allow themselves to be nominated.

### ***Club Captain***

- 5.4. In accordance with the Constitution there shall be a Club Captain who shall be selected in accordance with the procedure as identified in the Constitution.
- 5.5. The Club Captain shall remain in office for a period of one year during which time they will officiate at those other functions where attendance and/or responsibility has not been previously agreed to be within the scope of the office of either of the two section captains.
- 5.6. The Club Captain may delegate responsibility to either or both of the section captains at their discretion.
- 5.7. In the event that the Captain is unable to fulfil their duties at a particular event, the responsibility to attend on their behalf shall be agreed between the section captains.
- 5.8. The Club Captain will review the Compliance Committee reports on an annual basis to establish progress against aims and ensure the Statement and Policy remain appropriate and effective.

### ***Captaincy***

- 5.9. There will be separate captains for each gender section of the Club.
- 5.10. Proposals and nominations for each captaincy will be in accordance with the procedures as identified in the Constitution.
- 5.11. Each captain shall comply with the responsibilities of captaincy as identified in the Constitution and shall represent their section of the Club at all events that fall within their jurisdiction under those directions.

- 5.12. In their year of office the two captains shall share responsibility and authority for all Club functions and will agree at the outset of their term of office those events which will be undertaken individually or jointly.

## 6. **Course Access**

- 6.1. 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.
- 6.2. Conditions of Entry to Club competitions shall be as specifically identified in "*The Terms and Conditions of Entry*".
- 6.3. 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.
- 6.4. Where it can be identified that the preponderance of competitions denies equal access at weekends or at regular or particular times, the Club will ensure that suitable alternative opportunities are made available. For example, alternative opportunities for weekend play for females are included in the playing calendar, the details of which will be easily accessible by all members and will be included within the Membership Handbook and /or the Rules and Byelaws of the Club.
- 6.5. Handicap Qualifying Competitions shall be open to all members 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.
- 6.6. When general play conditions prevail, access to the course shall be in accordance with the tee time booking procedure and shall allow for equal access to all categories of members.
- 6.7. Individual members will not be allowed to make tee time reservations on behalf of more than eight players (for fourball play) or three tee time slots (for play in threes).

## 7. **Exemptions**

- 7.1. The Club reserves the right to limit competitions 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.

## 8. **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.

## 9. **Compliance Committee**

- 9.1. Representatives from the management committee will be selected to form a Compliance Committee to ensure that the requirements of the Equality Act, related legal obligations and the terms of this Equality Statement and Policy are being adhered to and to monitor and evaluate the interpretation of these documents.
- 9.2. The Club Captain will review the Compliance Committee reports on an annual basis, to establish progress against aims and ensure this Equality Statement and Policy remain appropriate and effective.
- 9.3. The Compliance Committee shall report directly to the management committee whom shall have overall responsibility for ensuring adherence to the Equality Act, related legal obligations and the terms of this Equality Statement and Policy.
- 9.4. Selection to the Compliance Committee shall be in accordance with the Constitution.
- 9.5. The Compliance Committee will review process and operation to consider the level of compliance in relation to the legislation.
- 9.6. The Compliance Committee should identify areas and processes for change where necessary and make reasonable adjustments to this Equality Statement and Policy as required.
- 9.7. The Compliance Committee should record their reasonable conclusions and track progress to completion of any changes that they recommend.

## 10. **Complaints**

- 10.1. The Club Captain has overall responsibility to the management committee for ensuring that the requirements of this document are implemented. The Secretary/Manager has day to day responsibility for ensuring the terms of this Equality Statement and Policy are followed.
- 10.2. Any complaint or grievance will be dealt with via the appropriate policy and procedures, for example, the Club's Disciplinary or Grievance policy.
- 10.3. Allegations of discriminatory or inequitable behaviour emanating from the actions of an employee of the Club will be investigated in accordance with the appropriate policy and procedures, for example, the Club's Disciplinary or Grievance or Anti-Harassment and Bullying Policy.
- 10.4. Allegations of discriminatory or inequitable behaviour emanating from the actions of the Club Professional or any of the Club Professional's staff who are members of the Professional Golfers Association (PGA) will be investigated in accordance with the terms of the agreed contract between the Club and the Club Professional's staff, or if none, the Complaints Procedure applying to a Breach of

the Club's Equality Policy. All incidents and allegations shall be notified to Wales Golf and the PGA for their records.

- 10.5. Allegations of discriminatory or inequitable behaviour emanating from the actions of a member towards a fellow member, associate member, visitor, guest, volunteer, staff member or potential staff member, officer, consultant, agent or service provider will be investigated within the Complaints Procedure applying to a Breach of the Club Equality Policy. If an incident involving a member of the Club is alleged to have occurred involving or potentially involving the conduct of a member at another golf club and reported to the Club in accordance with that club's policies, the member shall be subject to a Disciplinary Hearing at the Club.
- 10.6. Allegations of discriminatory or inequitable behaviour emanating from the actions of a visitor to the Club who is a member of a golf club affiliated to the English, Scottish or Welsh Golf Unions towards a fellow member, associate member, visitor, guest, volunteer, staff member or potential staff member, officer, consultant, agent or service provider will be initially investigated by the Secretary/Manager of the Club. If the evidence leads the Secretary/Manager to conclude that a breach of the Club Equality Policy has likely occurred, the evidence should be passed to the home club of the alleged offender to be further investigated and dealt with in accordance with their Disciplinary Procedures. If the home club declines to investigate the allegation, the Club may refer the incident to the relevant Home Golf Union for action under their Disciplinary Policy and Procedures. If such a situation occurs and the allegation is proven, the Club, in addition to any sanction imposed at that hearing, will exercise their own prerogative in respect of initiating an appropriate action and which will be limited to the authority of the Club, against the alleged offender on behalf of the club.
- 10.7. Allegations of discriminatory and inequitable behaviour emanating from the actions of a visitor to the Club who is not a member of a golf club affiliated to any of the Home Unions towards a member, fellow member, associate member, visitor, guest, volunteer, staff member or potential staff member, officer, consultant, agent or service provider will be initially investigated by the Secretary/Manager of the Club. If the evidence leads the Secretary/Manager to conclude that a breach of the Club Equality Policy has likely occurred, the evidence should be passed to the appropriate authorities for action under the Equality Laws and to the relevant Home Union for action under their Disciplinary Policy and Procedures. If such a situation occurs and the allegation is proven, the Club, in addition to any sanction imposed at that hearing, will exercise their own prerogative in respect of initiating an action against the alleged offender banning them from the Club for a period of time to be agreed. In the event that an allegation is proven the Club (cognisant of Human Rights Law) will use its best endeavours to notify other clubs of the outcome and of the name of the offender.
- 10.8. In all cases the alleged offender will be invited to attend the Disciplinary Hearing. If this invitation is declined then the hearing shall proceed in their absence.
- 10.9. If any dispute arises in connection with this policy, the parties will attempt to settle it by mediation in accordance with the procedures of an organisation such

as Sport Wales or the National Golf Club's Advisory Association (NGCAA). Unless otherwise agreed between the parties, the mediator will be nominated by the Chair 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.

#### 11. **Discipline**

In accordance with the Club Code of Conduct, Disciplinary and Grievance 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.