

EQUAL OPPORTUNITY POLICY

1. Statement of Intent

The Glamorganshire Golf Club in compliance with the Equality Act 2010 or any statutory modification thereof, relevant English, Welsh, UK and European legislation and all other statutory obligations, is resolute in its determination to pursue respective equality of status to all members, visitors, guests, present and potential employees. It will endeavour to ensure that every person, as identified above, regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity has a genuine opportunity to participate to their full potential at all levels and in all roles within the Club.

2. Equality Policy

- a. In accordance with the Equality Statement of Intent agreed by the Glamorganshire Golf Club the General Committee of the Club has 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 practicable experience, in keeping with current legislation) during this period.
- b. A copy of this document is available to all paid staff and service providers of the Club together with its members, visitors, guest and its content will be covered in all induction programmes carried out or organised by the Club for all such persons.
- c. 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.
- d. All members, visitors, guests, employees, and service providers have responsibilities to respect, act in accordance with and hereby support and promote the spirit and intentions of the policy.
- e. The policy will be available on the Club website and within the registration process, all electronic green fee enquiries will automatically be directed to the policy.
- f. All staff will receive appropriate training.

3. Membership

- a. The Glamorganshire 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 number of 1200 as identified by the General Committee, an upper Full member category limit of 750 will be applied. To protect against the erosion of any group of members, the General Committee has agreed that a minimum of 50 spaces has been allocated to both genders. The General Committee 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.
- b. All subscription fees are based on seven day membership and will be equal within all categories save where the Club has decided the need for positive action measures and has agreed to offer financial incentives to;

- i. Alleviate disadvantaged experienced by people who share a protected characteristic as identified above,
 - ii. Junior members for the duration of the specified membership status,
 - iii. 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.
- c. 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.
- d. Applications for membership will be determined by the General 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 General 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.

4. Membership Rights

- a. 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.
- b. Clear guidance and communication will be given to all members or individuals working for the Club on its commitment to Equity through the appropriate mediums.
- c. All participants at the Club, in whatever capacity shall receive fair and equitable treatment in all aspects of their membership.
- d. All members will have equal access to all joint function rooms and bars.
- e. Members who wish to transfer their category of membership shall have their request considered by the General Committee who will make their decision solely based on availability.
- f. All Operational Rules 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

- a. The General Committee is responsible for ensuring that the Club operates in accordance with the Constitution and the Operational Rules as written and updated from time to time and in conformity within the Equality Act 2010 or any statutory modification thereof.
- b. The General Committee shall be elected in accordance with the procedures as identified in the Constitution of the Club.
- c. Members will be encouraged to play a full part in the management and operation of the Club and, where eligible, to allow themselves to be nominated to serve on the General Committee and/or its sub-committees.

6. Captaincy

- a. The Club shall have two captains, one of whom will be a man and the other a woman. They shall be elected by Full Members voting at an Annual General Meeting.
- b. Proposals and nominations for each captaincy will be in accordance with the procedures as identified in the Constitution.
- c. Each captain shall comply with the responsibilities of captaincy as identified in the Constitution and shall represent the Club at all events that fall within their jurisdiction under those directions.
- d. In their year of office the President, the two Captains and the Chairman of the General Committee 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.

7. Chairman

- a. In accordance with the Constitution there shall be a Chairman who shall be selected in accordance with the procedures as identified in the Constitution.

8. Course Access

General

- a. When general play conditions prevail, access to the course shall be in accordance with the tee booking procedure and shall allow for equal access to all eligible categories of members.
- b. Conditions of entry to Club competitions shall be specifically identified and displayed on the Club's Notice Board.
- c. 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.
- d. 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 the details of which will be easily accessible by all members and will be included within the Membership Handbook and/or Operational Rules of the Club.
- e. 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.
- f. Individual members will not be allowed to make tee time reservations on behalf of more than four players (for four ball play) or three tee time slots (for play in threes).

Exceptions

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 action in providing opportunities to increase the inclusion of people from under represented groups.

9. Compliance

- a. The General Committee will ensure that the requirements of the Equality Act and the Terms and Conditions of this Equal Opportunity Policy are being adhered to and to monitor and evaluate the interpretation of these documents.
- b. The General Committee, through the Finance and Administration Committee will review the Secretary/Manager's reports on an ongoing basis, to establish progress against aims and ensure the Club's Equal Opportunity Policy remains appropriate and effective.

10. Complaints

- a. The content of this document applies equally to members, visitors, guests, employees and service providers of the Club. The Chairman of the General Committee has overall responsibility to the General Committee for ensuring that the requirements of this document are implemented. The day to day responsibility for this Equal Opportunity Policy will rest with the Secretary/Manager.
- b. Any complaint or grievance will be dealt with in accordance the Constitution e.g. Disciplinary Procedure, Grievance Procedure or Mediation process.
- c. Allegations of inequitable behaviour emanating from the actions of an employee of the Club will be investigated in accordance with the terms and conditions of employment relating to that employee.
- d. Allegations of inequitable behaviour emanating from the actions of the Club Professional or any of his/her staff who are members of the Professional Golfers Association (PGA) will be investigated in accordance with the terms and conditions of the agreed contract between the Club and the Professional staff or if none within the Complaints Procedure applying to a Breach of the Club's Equal Opportunity Policy. All incidents and allegations shall be notified to the PGA for their records.
- e. Allegations of inequitable behaviour emanating from the actions of a member towards a fellow member, a visitor, a guest, an employee or service provider will be investigated within the Complaints Procedure set out in the Constitution. If an incident involving a member of the Club is alleged to have occurred touching upon the conduct of a member at another Club and reported to the Club in accordance with that Club's policies, the member shall be subject to the Disciplinary Procedure of the Club.
- f. Allegations of 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 member, an employee, visitor, or guest will initially be investigated by the Secretary/Manager of the Club. If the evidence leads the Secretary/Manager to conclude that a breach of the Club Equal Opportunity 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 County Union/ County Association for action under their Disciplinary Policy and Procedures. If the County Union/ Association decline to investigate 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 which will be limited to the authority of the Club, against the alleged offender on behalf of the Club.

- g. Allegations of 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, an employee, visitor or guest 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 Equal Opportunity 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.
- h. 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 any event.
- i. 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 be given notice in writing ('ADR notice') to the other party(ies) to the dispute requesting 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

- a. Any reports of alleged breaches of the Club's Equal Opportunity Policy will be investigated and appropriate disciplinary action will be taken in accordance with the Club's Conduct and Appeals Procedure.

APPENDIX

- **Appendix 1** - The main legislation which underpins this policy is:
 - The Equal Pay Act 1970
 - The Rehabilitation of Offenders Act 1974
 - The Sex Discrimination Act 1975 (as amended in 1986, 1999 and 2008)
 - The Race Relations Act 1976 (as amended in 2000)
 - The Disability Discrimination Act (as amended in 2005)
 - The Human Rights Act 1998
 - The Scotland Act 1998
 - The Employment Equality (Religion or Belief) Regulations 2003
 - The Employment Equality (Sexual Orientation) Regulations 2003
 - The Gender Recognition Act 2004
 - The Civil Partnership Act 2004
 - The Equality Act 2006
 - The Equality (Age) Regulations 2006
 - The Equality Act 2010

