

Document Title	Scottish Archery Equality Policy		
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Author	Bob. Provan – Director		
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Scottish Archery Association

Equality Policy

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1 Policy Objectives

- 1.1 The Scottish Archery Association (Scottish Archery) is fully committed to the principles of equality of opportunity. Furthermore, Scottish Archery is also fully committed to ensuring that all job applicants, employees, workers, office holders, volunteers, participants and members (together "Stakeholders") receive equal treatment and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex or sexual orientation (together the "Protected Characteristics" as defined by the Equality Act 2010).
- 1.2 In addition Scottish Archery recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their backgrounds.
- 1.3 Scottish Archery will encourage affiliated clubs, areas, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.
- 1.4 While Scottish Archery acknowledges that Archery GB has produced its own Equality Policy, Scottish Archery is also working towards an Equality standard as the sport's National Governing Body in Scotland.
- 1.5 For the purpose of this policy, the following definitions will apply.
- 1.5.1 'Archery GB' means the trading name of the Grand National Archery Society, a Company Limited by Guarantee, no. 1342150, registered in England
- 1.5.2 'Employee' means any person who is employed by, or on behalf of Scottish Archery on either a temporary or permanent basis.
- 1.5.3 'Board' means the duly elected Directors of Scottish Archery and those who have been co-opted to fill such posts and have assumed the rights and responsibilities of a Director.
- 1.5.4 'Member' has the same meaning as defined in the Articles and Bye-laws of Scottish Archery as current from time to time
- 1.5.5 'Participant' means any person who undertakes a beginner's course, organised by an affiliated club, with a view to entering into membership of Archery GB and Scottish Archery through a club or joining them as Ordinary members.
- 1.5.6 'Volunteers' can either be members of Scottish Archery and Archery GB or individuals who assist in affiliated clubs on a voluntary basis without necessarily having entered into membership.
- 1.5.7 'Affiliated Clubs and Areas' – These are the constituted clubs which Scottish Archery members join to participate in archery in Scotland. Such Clubs are contained within the geographic Areas of Scotland as defined in the Bye Laws of Scottish Archery. Such Clubs and Areas are not member of Scottish Archery

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2 Purpose of the Policy

- 2.1 Scottish Archery recognises that individuals (and/or certain groups in our society) who share one or more Protected Characteristics may not have been able to participate equally and fully in archery activities in the past. In some instances this may have been as a result of unintentional discrimination.
- 2.2 This Policy has been produced to try to prevent and address any potential discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in archery activities or reduce or diminish their involvement in archery.

3 Legal Requirements

- 3.1 Scottish Archery is required by law not to discriminate against its existing and potential Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010 and any equivalent legislation (as amended) in Scotland and any later amendments to such legislation or subsequent equality related legislation that may be relevant to Scottish Archery. Should any club and/or Area fail to comply with the provisions of this policy, they may also be subject to complaint and court action.

4 Discrimination, harassment, bullying and victimisation

- 4.1 Scottish Archery recognises the following as being unacceptable
- 4.2 Discrimination which can take the following forms:
- 4.2.1 Direct Discrimination: treating someone less favourably than you would treat others because of a Protected Characteristic.
- 4.2.2 Indirect Discrimination: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice, can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified in the context of positive action.
- 4.2.3 Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. Scottish Archery is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.
- 4.2.4 Bullying: Any form of the misuse of power or position (whether verbal, emotional or physical) to criticise persistently or to humiliate and undermine an individual's confidence or professional position.
- 4.2.5 Victimisation: subjecting someone to detriment or retaliation because he or she has, in good faith, complained or supported someone else's complaint about an equality matter.

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4.2.6 Disability Discrimination: this includes direct and indirect discrimination and unjustified less favourable treatment because of the effect of a disability and failure to make reasonable adjustments to alleviate disadvantage caused by a disability.

4.3 Scottish Archery regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

5 Reasonable Adjustments

5.1 When any decision is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made. Protected Characteristics are excluded from such decisions.

5.2 Scottish Archery recognises that it and its partner clubs and areas have a duty to make reasonable adjustments for disabled persons. Where appropriate, Scottish Archery will consider requests for adjustments and, where practical, will assist in the provision of funds or part funds to accommodate reasonable requests. Scottish Archery will work with Stakeholders with a disability to implement any adjustments that will enable them to participate more fully in archery related activities. This is required in the Equality Act 2010.

6 Transgender Stakeholders

~~6.1 Scottish Archery considers that archery is a gender affected sport under the Equality Act 2010 and refers any transgender athletes to the policy relating to participation by transgender persons adopted by Archery GB:~~

~~<http://www.archerygb.org/wp-content/uploads/2017/06/Proc1202ParticipationProceduresforGenderReassignmentArchers-20375.pdf>~~

~~Scottish Archery is currently undergoing an internal review around gender categories within competition and whether they are required or not. This will be in partnership with Archery GB and in line with the recent guidance document ‘Guidance for Transgender Inclusion in Domestic Sport’:~~

~~[Guidance for Transgender Inclusion in Domestic Sport 2021.pdf \(equalityinsport.org\)](#)~~

7 Responsibility, implementation and communication

7.1 The following responsibilities will apply:

7.1.1 The Board of Scottish Archery is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed biannually. The Scottish Archery Board is also responsible for ensuring that this Equality Policy is enforced and any breaches are dealt with appropriately.

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7.1.2 A nominated Director has the overall responsibility for the implementation of this Equality Policy and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions. The Chairperson and the nominated Director are designated as Equality Champions on the Scottish Archery Board.

An Equality Action Group will be formed and consist of Staff, Board Members and Members of Scottish Archery that are not on the Board. Their role will be to support the staff team with implementing and tracking the Equality Action Plan and supporting progress through the Equality Standards for Sport.

7.1.3 All Stakeholders have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy. Individual work programmes for Scottish Archery staff and members will be amended to include equality related tasks where appropriate.

7.2 This Equality Policy will be implemented immediately following Board approval.

7.2.1 Scottish Archery will regularly review its employment practices to ensure continuing compliance with relevant legislation and, where possible, good practice to ensure that this Policy is operating effectively. To identify groups that may be underrepresented or disadvantaged in the organisation may choose to monitor members' ethnic group, gender, disability and age. Provision of the information is voluntary and it will not adversely affect an individual's chances of recruitment or membership or any other decision relating thereto. This information of monitoring and analysing this data is to help Scottish Archery take appropriate steps to avoid discrimination and improve equality and diversity.

7.2.2 No applicant for any post (including job applicants, consultant advisers and suppliers) will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute discrimination.

7.2.3 Consultants and advisers (and where appropriate suppliers) to Scottish Archery will be required to abide by this Equality Policy and it will be referred to in any service level agreements or contracts issued by Scottish Archery.

7.3 This Equality Policy will be communicated in as many ways as possible through the website, e-newsletters and social media and will be highlighted in all staff and volunteer inductions including the **Board Directors'** Induction Pack.

7.3.1 Scottish Archery will use its best endeavours to make all potential members aware of the Policy when they join.

7.3.2 Scottish Archery will promote continuing professional development for all Board Directors, employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.

8 Equality Action Plan

8.1 Scottish Archery will produce, maintain and monitor an Equality Action Plan (see Appendix

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1) to ensure the objectives of this Equality Policy are consistently delivered throughout all areas of the organisation.

- 8.2 Scottish Archery recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. This is known as positive action. If appropriate and proportionate, Scottish Archery will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently under-represented within any group of Stakeholders.

9 Monitoring and Evaluation

- 9.1 This Equality Policy will remain in force until it is amended, replaced or withdrawn. A review of this Equality Policy will take place as and when required, but not less than once every three years.

- 9.2 The Equality Action Plan, created to ensure the objectives of this Equality Policy are delivered, will be reviewed by the nominated Director and the **Equality Action Group** regularly, but in any event not less than once every 12 months.

10 Complaints Procedures

- 10.1 To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the appropriate procedure (i.e. the employee grievance procedure for employees or the complaints procedure for Stakeholders who are not employees).

- 10.2 Where the person who has apparently suffered inequitable treatment is under the age of 18, then consideration should be made as to whether or not the matter should be dealt with under the Scottish Archery Child Protection and Safeguarding policy.

- 10.4** Appropriate disciplinary action will be taken against any Stakeholder who violates this Equality Policy under the employee disciplinary procedure or the Scottish Archery Complaints and disciplinary procedures as appropriate.

- 10.5 An individual raising an employee grievance will not be penalised for doing so unless it is untrue and not made in good faith.

- 10.6 As with all complaint and disciplinary procedures, the final point of appeal relating to this policy is the appeals procedure as per appropriate policy.

Duration and Review

- 11 This policy will remain in use for a period of three years from date of publication.

- 11.1 Prior to the end of the 3 year period, or earlier if required by an enactment of law, this policy will be reviewed by the Nominated Director as per 7.1.2 (above)


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EQUALITY ACTION PLAN

The current Equality Action Plan can be viewed below

Equality Action Plan						
Area	Project	Timescale (Year 1)	Who?	Outcomes		
				Year 1	Year 2	Year 3
Strategic Target – All staff and board go through annual equality training by 2022						
Learning and Development	Board Training	31/3/2020	Chair	All board members have completed equality inclusion training within last 3 years	Update session on equality, can be online	Update session on equality, can be online
	Staff Training	31/3/2020	Chair	All staff members have completed equality inclusion training within last 3 years	Update session on equality, can be online	Update session on equality, can be online
Strategic Target – Programme of accessible volunteer training available by 2022						
Learning and Development	Volunteer Training	31/3/2021	PM and CDO	Identify training needs for club leaders, coaches, judges, parents, teachers. Collate into training plan	Run 1 training course for each group	Combine into overall education and learning programme

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	Making training accessible	31/3/2021	PM and CDO	Explore online courses, webinars etc to make sure the training identified above is available to all	Pilot using different methods for each group and evaluate	Use evaluation to shape the delivery of the programme	
Strategic Target – Recruitment and Equality policy and procedures are reviewed and monitored annually by 2020							
Policies	Recruitment Policy	31/7/2019	Company Sec	Ensure recruitment policy is reviewed and updated. 12 month rolling review.	Monitor and review	Monitor and review	
	Blind recruitment	31/7/2019	Company Sec	Process for blind recruitment is clearly defined and understood	Monitor and review	Monitor and review	
	Equality Policy	30/5/2019	Full Board	Equality policy reviewed and updated where required	Monitor and review	Monitor and review	
Strategic Target – All communications and platforms are as accessible and inclusive as possible by 2022							
Communications	Website	31/3/2021	Comms	Review website and link with specific groups to 'test'	Use feedback from test groups to amend the website	Look for new ways to make the website more accessible	

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	Social media	31/3/2021	Comms	Clear guidelines around the content we post and aim to link articles to other bodies such as SDS or LEAP (At least 1 per month)	Use the guidelines and monitor the analytics across platforms	Continue to evolve content and monitor online engagement	
	Video/audio	31/3/2021	PM and CDO	Produce 1 video/audio content to aid interaction with VI archers	Work with groups like war blinded to create content	Library of content available online	
	Imagery	31/3/2021	PM and CDO	Identify a bank of images that shows a diverse range of archers	Attend events/groups to take photos and ask for photos to be shared	All articles are accompanied by an 'inclusive' image	
	Role Models	31/3/2021	PM and CDO	Identify 2 members/participants that could serve as role models to others within under represented groups	Speak to identified members and have a short plan to outline their involvement	Identified members promote and endorse all our key projects	

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Strategic Target – Run an annual equality monitoring survey and track progress against identified areas by 2020							
Equality Monitoring	Increase female participation	31/3/2021	Dev Group	Create action plan to encourage female members and in particular more female coaches/judges	Run 1 education course in line with action plan	Progress 3 females already in the work force in line with action plan	
	Increase BME participation	31/3/2021	Dev Group	Pilot archery project with BME group. Potentially soft archery and link with local club.	Evaluate pilot and look to expand if successful	Create a workforce to ensure the project is sustainable	
	Increase VI participation	31/3/2021	Dev Group	Work with War Blinded centres to create VI strategy/pathway	Include VI archery at 1 para sport day	Signpost 3 VI archers to accessible clubs	
	Increase Auditory impairment participation	31/3/2021	Dev Group	Identify group for pilot project and link to local club	Evaluate pilot and look to expand	Offer training to accessible clubs to sustain and expand.	
	Collect annual data to track trends, compare and shape the future	31/3/2020	Equality Action Group	Annual survey to go out to members, staff, board, coaches/officials, parents, spectators, teachers with reward for club that engages the most	Produce annual survey and report on trends	Use survey trends to shape strategic direction	