

# Burnley Athletic Club



## **Equality and Diversity Action Plan 2005 - 2006**

### **Mission Statement:**

To provide appropriate athletics coaching, training, development and competition opportunities for club members, the local community and others in a safe, caring, equitable and professional manner which will reflect credit on the Club and on the sport of Athletics. The club will promote Equality and celebrate Diversity at all times.

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**INTRODUCTION:**

This action plan has been developed following an extensive self-assessment audit by club officials in relation to Equality and Diversity and the clubs adherence with Equality and Diversity legislation, Sport UK's Equality Standard and Club Mark requirements.

The Audit was carried out during April and early May 2005 and evidence was gathered through the following:

- ❖ Focus groups
  - Athletes
  - Committee Members
  
- ❖ Questionnaires
  - Athletes
  - Committee Members
  - Parents
  - Community Groups
  - Coaches
  - Volunteers
  
- ❖ Documentation Audit
  - Club Development Plan
  - Club's Policies and Procedures
  - Application Forms

**EQUITY POLICY STATEMENT:**

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

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ACTION	RESPONSIBLE	TARGET DATE	MEASURABLE OUTCOME	ACHIEVED
<p><b>FOUNDATION LEVEL – Principle: Your organisation is committed to Equality and Diversity</b></p> <p>1. Equality and Diversity to be included on the clubs Annual General Meeting (AGM) Agenda.</p> <p>2. All written communications publicising the club must include reference to the clubs Equality and Diversity Policy.</p>	<p>Club Chairman &amp; General Secretary</p> <p>General Secretary</p>	<p>December 2005</p> <p>July 2005</p>	<ul style="list-style-type: none"> <li>❖ Agenda for AGM includes Equality and Diversity.</li> <li>❖ AGM Minutes include Equality and Diversity reference.</li> <li>❖ Equality and Diversity Policy is clearly referenced in all written documents e.g. website Letters, newsletter and application forms.</li> </ul>	

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<p><b>FOUNDATION LEVEL – Your organisation has a policy for Equality and Diversity that has been understood by club members and officials.</b></p> <ol style="list-style-type: none"> <li>1. Raise athlete’s awareness in relation to Equality and Diversity Policy of the Club.</li> <li>2. Display the Equality and Diversity Policy in the clubhouse.</li> <li>3. Coaches must attend Equity in Sports Course as part of their development plans: One coach must be a level 2 and level 3</li> </ol>	<p>Equality and Diversity Champion. Club Coaches and officials</p> <p>Equality and Diversity Champion</p> <p>Head Coach &amp; individual coaches</p>	<p>On-going through out the year, but monitored quarterly via questionnaire</p> <p>May 2005</p> <p>Nov. 2005</p>	<ul style="list-style-type: none"> <li>❖ Questionnaire answers demonstrate an increased awareness of Equality and Diversity Policy</li> <li>❖ The Equality and Diversity Policy is clearly displayed with in the clubhouse at audit.</li> <li>❖ Attendance certificates are on display in the clubhouse</li> </ul>	

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<p><b>FOUNDATION LEVEL – Your organisation is aware of its current profile and position in terms of equality and diversity.</b></p> <ol style="list-style-type: none"> <li>1. Demographic audit reports of club membership will be reported to the clubs committee quarterly.</li> <li>2. Data collected covers all aspects of diversity.</li> <li>3. Audit findings are reported quarterly to key stakeholders e.g. Sports Development Unit and Lancashire Sport Team.</li> </ol>	<p>Membership Secretary and Equality and Diversity Champion</p> <p>Membership Secretary and Equality and Diversity Champion</p> <p>Membership Secretary and Equality and Diversity Champion</p>	<p>On-going over the year on a quarterly basis</p>	<ul style="list-style-type: none"> <li>❖ Agenda for committee meetings includes reference to the audit data.</li> <li>❖ Data includes: Gender, Ethnicity, Age and Religion.</li> <li>❖ Meeting Minutes include reference to audit findings.</li> <li>❖ Audit findings are reported on the club website, in newsletter and email evidence of being sent to key stakeholders.</li> </ul>	

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<p><b>PRELIMINARY LEVEL – Your organisation understands the issues and barriers faced by under-represented groups.</b></p> <p>1. Under represented groups are identified and positive action recruitment plans are put in place.</p> <p>2. All Club officials, coaches and volunteers to attend relevant workshops, seminars and conferences in relation to E&amp;D and under-represented groups.</p>	<p>Membership Secretary and Equality and Diversity Champion</p> <p>Equality and Diversity Champion Club Officials Coaches Volunteers</p>	<p>On-going over the year on a quarterly basis</p> <p>Feb 2006</p>	<ul style="list-style-type: none"> <li>❖ Equality and Diversity survey reports are available and on display within the clubhouse.</li> <li>❖ An audit framework is available at the clubhouse</li> <li>❖ Attendance Certificates are on display in the clubhouse.</li> </ul>	

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<p><b>PRELIMINARY LEVEL – Your organisation has robust action plan for equality and diversity, which all staff, volunteers and key stakeholders understand and have signed up to.</b></p> <p>1. Fully develop the clubs Equality and Diversity Policy, procedure protocols and action plan.</p> <p>2. Club officials, coaches, volunteers and athletes have all signed up to the E&amp;D policy.</p> <p>3. Key Stakeholder Satisfaction is to be sought by carrying out a satisfaction survey and evaluating training sessions.</p>	<p>Equality and Diversity Champion</p> <p>Equality and Diversity Champion Club Officials Coaches Volunteers Athletes</p> <p>Equality and Diversity Champion</p>	<p>May 2005</p> <p>August 2005</p> <p>Sept 2005</p>	<ul style="list-style-type: none"> <li>❖ Equality and Diversity Policy, Procedure, protocols and action plan are on display in the clubhouse and on the website.</li> <li>❖ A signed copy of the policy by is available in the clubhouse.</li> <li>❖ Club membership forms contain a section for members to sign to adhere to E&amp;D policy</li> <li>❖ All members have ticked yes to adhere to E&amp;D policy</li> <li>❖ Satisfaction survey report is available and action plans emanating from the survey have been implemented.</li> </ul>	

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<p><b>PRELIMINARY LEVEL – All coaches, officials and volunteers understand the principles of Equality and Diversity and their role in delivering against the clubs action plan.</b></p> <p>1. Carry out training needs analysis in relation to E&amp;D.</p> <p>2. Develop a training plan.</p> <p>3. Action plans are reviewed quarterly to ensure effectiveness and goals are achieved.</p>	<p>Equality and Diversity Champion</p> <p>Equality and Diversity Champion</p> <p>Club Committee</p>	<p>June 2005</p> <p>June 2005</p> <p>On-going commencing June 2005</p>	<p>❖ The training analysis documentation is published.</p> <p>❖ A training plan is developed and published.</p> <p>❖ Club minutes highlight action plans reviewed.</p> <p>❖ Action plans are updated in light of review.</p>	

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<p><b>PRELIMINARY LEVEL – Partner organisations and new audiences are aware and engaged in the delivery of the clubs E&amp;D action plan.</b></p> <ol style="list-style-type: none"> <li>1. Publish the clubs E&amp;D Action Plan and Development Plan on the club website.</li> <li>2. Send Sports Development Unit and Lancashire Sports Teams copies of the E&amp;D Action Plan and Development Plan.</li> <li>3. Publish progress reports quarterly in the clubs newsletter and on the clubs website.</li> <li>4. Key Stakeholder Satisfaction is to be sought by carrying out a satisfaction survey and evaluating training sessions.</li> <li>5. To advertise the club in media which has an audience primarily of under-represented groups</li> </ol>	<p>E &amp; D Champion</p> <p>E &amp; Diversity Champion</p> <p>Club Committee</p> <p>E&amp;D Champion</p> <p>PR Officer</p>	<p>May 2005</p> <p>May 2005</p> <p>On-going commencing June 2005</p> <p>Sept 2005</p> <p>Aug 2005</p>	<ul style="list-style-type: none"> <li>❖ Documents are found on the clubs website.</li> <li>❖ Documentary evidence available e.g. emails.</li> <li>❖ Newsletter has progress reports in the contents.</li> <li>❖ Satisfaction survey report is available and action plans emanating from the survey have been implemented.</li> <li>❖ Documentary evidence of articles.</li> </ul>	

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<p><b>INTERMEDIATE LEVEL – Your organisation has increased the diversity of leadership on the committee and within coaching and volunteers.</b></p> <ol style="list-style-type: none"> <li>1. Review the makeup of the club committee annually at the AGM and review in Committee Meetings.</li> <li>2. Actively encourage athletes' 14 – 19yrs to become assistant coaches.</li> <li>3. Expand the clubs working relationships to all senior schools within the borough of Burnley to work in partnership in attracting pupils into assistant coaching with the club (Ref: BAC Development Plan).</li> <li>4. Develop and maintain and accurate. Up to date training record database for all club officials, coaches and volunteers.</li> </ol>	<p>E &amp; D Champion &amp; Membership Secretary</p> <p>Development Officer and School Liaison Officer</p> <p>Development Officer and School Liaison Officer</p> <p>Head Coach and Development Officer</p>	<p>On-going commencing June 2005</p> <p>Commencing June 2005</p> <p>Commencing June 2005</p> <p>August 2005</p>	<ul style="list-style-type: none"> <li>❖ The committee meeting minutes will reflect discussion.</li> <li>❖ Action plans are developed where necessary and reported on.</li> <li>❖ Minutes of meetings with local schools and development plans are available for scrutiny.</li> <li>❖ The training database is populated and available to be reviewed.</li> <li>❖ The club can demonstrate that new assistant coaches are being developed from schools – through audit of coaches.</li> <li>❖ The club reviews the Development Plan monthly to ensure on target.</li> </ul>	

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ACTION	RESPONSIBLE	TARGET DATE	MEASURABLE OUTCOME	ACHIEVED
<p><b>INTERMEDIATE LEVEL – All of your organisations internal policies and procedures pay due regard to diversity.</b></p> <ol style="list-style-type: none"> <li>1. Carry out an impact assessment regarding Development Plan and Asian Athletes Action Plan in relations to Diversity.</li> <li>2. Review all Club policies and procedures to ensure they embrace Diversity.</li> <li>3. Report the outcomes of the impact assessment to key stakeholders of the club, review this action plan in relation to the findings.</li> <li>4. Develop an annual performance review procedure and policy for all club coaches.</li> <li>5. Develop policies for recruitment and selection of coaches and volunteers.</li> <li>6. Develop an education programme for coaches and volunteers which links to this action plan and the club development plan.</li> </ol>	<p>E&amp;D Champion and Committee</p> <p>Development Officer &amp; E&amp;D Champion</p> <p>E&amp;D Champion</p> <p>Head Coach and Development Officer</p> <p>Head Coach and Development Officer</p> <p>Head Coach and Development Officer</p>	<p>On-going commencing June 2005</p> <p>June 2005</p> <p>Sept 2005</p> <p>By August 2005</p> <p>“ “ “ “</p> <p>“ “ “ “</p>	<ul style="list-style-type: none"> <li>❖ The committee meeting minutes will reflect discussion on impact assessments.</li> <li>❖ Action plans are developed where necessary and reported on.</li> <li>❖ Impact assessment reports are available on the clubs website and at the clubhouse.</li> <li>❖ Through asking coaches they are able to inform the auditor of their objectives set at performance review and have a personal development plan.</li> <li>❖ Coaches’ objectives reflect diversity and equality.</li> <li>❖ An education programme strategy is in place and accessible to all relevant people.</li> </ul>	

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<p><b>INTERMEDIATE LEVEL – Your organisation has increased the diversity of people participating/using the services.</b></p> <ol style="list-style-type: none"> <li>1. Continue to monitor to activity within the club of community group and external bodies e.g. schools.</li> <li>2. Continue to monitor the diversity of the clubs membership.</li> <li>3. Develop a new opening times framework, which allows all athletes equity in access to coaching.</li> <li>4. Seek views of club members regarding the new timetable.</li> </ol>	<p>E&amp;D Champion, Development Officer and Schools Liaison Officer</p> <p>Membership Secretary, Development Officer &amp; E&amp;D Champion</p>	<p>On-going commencing June 2005</p> <p>“ “ “ “</p> <p>“ “ “ “</p>	<ul style="list-style-type: none"> <li>❖ The committee meeting minutes will reflect discussion.</li> <li>❖ Action plans are developed where necessary and reported on.</li> <li>❖ Membership audits are evident and reported back to the clubs committee.</li> <li>❖ New timetable is published and in operation.</li> </ul>	

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<p><b>INTERMEDIATE LEVEL – People inside and outside the organisation are aware of your success and achievements in working towards equality and diversity.</b></p> <ol style="list-style-type: none"> <li>1. Continue to monitor and update the clubs publicity materials and club website to maintain a focus on diversity and equality.</li> <li>2. Ensure the clubs website is published widely and monitor numbers accessing it.</li> <li>3. Undertake a website audit for access by people with disability and language barriers.</li> <li>4. Identify media, which is used mainly by under-represented groups, and target adverts to attract more athletes, coaches and volunteers from these groups.</li> </ol>	<p>PR Officer and E&amp;D Champion</p> <p>Website Administrator and Website sub group</p> <p>“ “ “</p> <p>PR Officer</p>	<p>On-going commencing June 2005</p> <p>Commencing June 2005</p> <p>By Sept 2005</p> <p>By July 2005</p>	<ul style="list-style-type: none"> <li>❖ Publicity materials refer to the clubs equity policy and have been adapted to meet DDA requirements e.g. font size, colour of ink and background etc.</li> <li>❖ Committee Minutes will reflect monitoring of the website visitors counter.</li> <li>❖ Review report is available regarding websites compliance to DDA requirements.</li> <li>❖ Planned changes to website are minuted.</li> <li>❖ Club’s records demonstrate adverts placed in media accessed by under-represented groups.</li> </ul>	

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<p><b>INTERMEDIATE LEVEL – Leadership and staff are reflective of the community you serve.</b></p> <ol style="list-style-type: none"> <li>1. Extend the membership audit to collect data relating to ethnicity, disability and where the member lives.</li> <li>2. Review all club action plans in relation to audit findings.</li> <li>3. Report all audit findings to Key Stakeholders.</li> </ol>	<p>E&amp;D Champion and Membership Secretary</p> <p>Development Officer &amp; E&amp;D Champion</p> <p>E&amp;D Champion</p>	<p>On-going commencing June 2005</p> <p>October 2005</p> <p>Nov 2005</p>	<ul style="list-style-type: none"> <li>❖ The committee meeting minutes will reflect discussion.</li> <li>❖ Action plans are developed where necessary and reported on.</li> <li>❖ The club reviews the Development Plan monthly to ensure on target.</li> <li>❖ Audit reports are published.</li> </ul>	

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<p><b>INTERMEDIATE LEVEL – Equality is mainstreamed throughout the organisation’s operations, functions and service delivery.</b></p> <ol style="list-style-type: none"> <li>1. Review all policies and procedures to ensure they have an E&amp;D focus running through them.</li> <li>2. Develop further Equality and Diversity Champions within the club membership.</li> <li>3. Develop the clubs induction programme for all new coaches, officials and volunteers ensuring it includes Equality and Diversity.</li> </ol>	<p>E&amp;D Champion</p> <p>Development Officer &amp; E&amp;D Champion</p> <p>Head Coach &amp; E&amp;D Champion</p>	<p>On-going commencing June 2005</p> <p>As above</p> <p>By August 2005</p>	<ul style="list-style-type: none"> <li>❖ Policies and procedures are on display within the clubhouse and on the website make reference to equality and diversity.</li> <li>❖ Action plans are developed where and reported on to the committee.</li> <li>❖ E&amp;D Champions are identified on the club notice board and website.</li> <li>❖ An evaluated Induction programme is in place accompanied by an induction policy.</li> <li>❖ E&amp;D is an integral part of the induction programme.</li> <li>❖ Records of induction attendees are kept at the club on the training database.</li> </ul>	