Foundation Level

# Your organisation demonstrates a clear commitment to equality

1.1 Set responsibility for equality at the highest level in the organisation both in terms of officers and board members.

* Board and head of organisation have responsibility for equality

## Things to consider

NBG’s and SGB’s must ensure that they identify who the most senior officer is within their organisation to lead this work. This may be the CEO, Chairperson, or a Board member who have a legal duty to ensure that all aspects of equality are being considered across the whole business. The Lead Officer for equality is the person who is most likely to provide the operational support and in many cases, coordinate gathering the evidence for submission.

## Tools to help

Example CEO Job description

Example Lead Officer Job description

Equality Champion role description

## Did you know?

County Football Associations across England have used the Equality Champion role description for their nominated Lead Board member for equality and inclusion, asking that person to demonstrate their commitment to the role by signing it.

# YOUR ORGANISATION DEMONSTRATES A CLEAR COMMITMENT TO EQUALITY

1.2 Deliver briefing to engage senior staff and board members on equality and its relevance to increasing participation in your sport.

## THINGS TO CONSIDER

It is important to make sure that all Board and staff members have attended an equality workshop or that the CEO/ Lead Officer has delivered an equality briefing. The briefing should cover the Equality Act 2010, the Equality Standard framework and outcomes for this level, the business benefits and impact on participation, as well as agreeing what support the staff and Board can offer to the submission.

Equality workshops may run for a longer period of time and therefore be able to cover wider topics, such as understanding current best practice across the sport, identifying what is appropriate language and behaviour, how to manage incidents relating to equality both between staff, through HR procedures, and what action the NGB would take if an incident happened at a Club or NGB event.

## TOOLS to help

Equality briefing for staff and Board members working towards Foundation Level

## did you know?

Scottish Governing Bodies have delivered in-house briefing sessions to everyone as well as ensuring that all staff and Board members attend the three hour Equality Workshop offered by **sport**scotland. Attending the workshops with a mix of people from different sports has enabled SGB’s to network, build supportive relationships with others working at Foundation Level and share best practice.

# YOUR ORGANISATION DEMONSTRATES A CLEAR COMMITMENT TO EQUALITY

1.3 Ensure that all those involved in the organisation are aware of its commitment to equality.

* A public commitment to addressing inequalities and preventing discrimination

## things to consider

NGBs and SGBs should consider how they can communicate their commitment to equality most effectively, based on the resources that they have. Many organisations use their website to carry a statement from the CEO or Board member, and a copy of the equality policy. In addition, governing bodies have developed equality specific tabs on their website, used Twitter and Facebook to promote their commitment, as well as documenting this commitment through member’s newsletters, e-zines, staff, club and league handbooks where appropriate, through AGM reports, via the staff intranet, through staff contracts, codes of conduct or service level agreements. Some bodies have also used specific days to promote their commitment to equality.

## tools to help

Website screen shot

Match and tournament programmes

## did you know?

The Football League are working with Kick it Out to encourage league clubs to designate a specific match each season to raise awareness of the Club’s commitment to equality and tackling discrimination in football.