



Equality Policy

Including Equality Monitoring appendix

Version Details:	
Scope:	All RYA Scotland activity
Version:	1.2 – October 2015
Date of last review:	January 2018
Authorisation:	RYAS Management Committee
Authorisation Date:	15 January 2018

Policy Statement

RYA Scotland is committed to ensuring that boating in Scotland is open to all.

It is our aim to make boating an activity that is genuinely open to anyone who wishes to take part and to provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.

Wherever possible we will ensure and that barriers, (real and perceived) are removed, so that all members of the community are supported in achieving their potential in boating. This principle applies regardless of age, gender reassignment, race, sex, sexual orientation, religion or belief, marital or civil partnership status, pregnancy or maternity and socio-economic status.

RYA Scotland's policy is a direct reflection of the RYA policy statement. It applies equally to RYA Scotland's employees and volunteers operating on our behalf who will not discriminate directly or indirectly because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the course of their work on behalf of RYA Scotland.

Policy Statement

The Royal Yachting Association Scotland is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their sex, age, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, gender reassignment or social status.

Our Commitment

Our commitment to equality is implicit in our organisational values:

Inclusivity. We work to ensure boating is accessible and attractive to the widest possible audience. We share our expertise, work with partners and always respect and embrace diversity.

As such we undertake to;

- Create an environment in which individual differences and the contributions of all our staff and volunteers are recognised and valued.
- Ensure no form of intimidation, bullying or harassment will be tolerated across our organisation.
- Ensure the training, development and progression opportunities we facilitate or provide are accessible to all.
- Promote equality across all aspects of our operations and to lead by example for our wider stakeholders and partner organisations.
- Deal robustly and fairly with complaints regarding equality.
- Constantly review our policies and practices and amend these as necessary, always striving to apply best practice.

Responsibilities

It is the responsibility of our Management Committee to ensure that our policies and practices are legally compliant and implemented by the Chief Executive Officer and that all reasonable and practical steps are taken to avoid discrimination.

Staff and volunteers are responsible for ensuring they

- Comply with the policy.
- Do not discriminate in their activities or induce others to do so.
- Do not victimise, harass or intimidate other staff, volunteers or groups who have, or are perceived to have one of the protected characteristics.
- Inform their manager or committee chair if they become aware of any discriminatory practice.
- Participate in equality training.

The effectiveness of this policy will be reviewed annually under the supervision of the Chief Executive Officer and reported to RYA Scotland Council

The term 'policy' is a shorthand term for the full range of functions, strategies, procedures, plans, projects, activities and decisions for which the organisation is responsible – essentially everything we do. It includes existing policies, programmes and plans as well as those under development.

Training and updating

RYA Scotland will provide equality information at the point of induction for all our staff and committee volunteers. We aim to offer externally facilitated, bespoke equality training annually where there is sufficient demand but will support attendance at any other relevant training opportunity if numbers are insufficient to run our own course. All staff and volunteers will renew formal training every three years.

Equality will be a standing agenda item for our Management Committee and staff will be regularly briefed at team meetings and support and supervision sessions.



Equality Monitoring

Appendix to Equality Policy

Equality Monitoring

To ensure equality of access to our activities and enable us to monitor the application of our Equality Policy we will routinely collect and analyse information on employees and volunteers directly connected with our organisation and, where possible, sample survey our wider stakeholder groups including members, affiliated clubs, athletes, coaches, officials and participants at events.

If monitoring shows we are failing or could improve in any of our equality practices then an action plan will be developed to address these issues.

Frequency and Timing

We will monitor across our various activities as follows:

Population/Group	Annual	Biannual	RYA statistics	Other	Responsibility for monitoring
Recruiting (Staff)			Ongoing		HR / CEO
Recruiting (volunteer)				Ongoing	Hon Sec
RYAS staff			Annual		HR/CEO
RYAS volunteers	Nov				Hon Sec
Perf – Academies	Nov				HPM
Perf – Development Team	(with Academies)				HPM
Perf – Elite Squad	(with Academies)				HPM
Dev – members of clubs		July (even years)			RYA (UK)
Dev – targeted clubs	Nov				PDM
Dev – SDG volunteers		July (even years)			PDM
Coaching – courses (RCL2)			On-going		CEDM
Coaching Pool	Nov				CEDM
Coaching workforce	May				RYA (UK)
Officials	May				CEDM
Membership	Summer months				RYA (UK)
RYAS Events				Aggregate M/F/D only	Event Lead

Some data collection can only be facilitated through RYA central databases and methodologies some of which do not currently extract home country specific results. Where this situation exists we will benchmark against UK data and Scottish demographics.

We will tailor our data collection to minimise the risk of multiple surveys, maximise return rates and ensure collection remains relevant to the age range of the individuals surveyed. The information collected for equality monitoring will be treated as confidential and it will not be used for any other purpose.

Protected characteristic	Under 12	12-16	16+
1. Sex	Yes	Yes	Yes
2. Age	Yes	Yes	Yes
3. Disability	Basic question and basic categories	Basic question and basic categories	Full question (including old age) and all impairments
4. Ethnic group	No	Yes - main headings only	Yes - all categories
5. Religion or belief	No	No	Yes
6. Sexual orientation	No	No	Yes
7. Gender reassignment	No	No	No
8. Marriage civil partnership	No	No	No
9. Pregnancy or maternity	No	No	No
Consent	Parental consent required (tick box)	Parental consent required (tick box)	N/A

Reporting

The data collected will be analysed by RYA Scotland Staff and reported annually to the Management Committee as part of the operational planning cycle. The reflective report will identify successes and examples of best practice as well as areas for improvement or new opportunities that should feed into the next planning cycle. An action plan will be drawn up and used to ensure departmental planning incorporates the desired changes.

Equality Impact Assessments

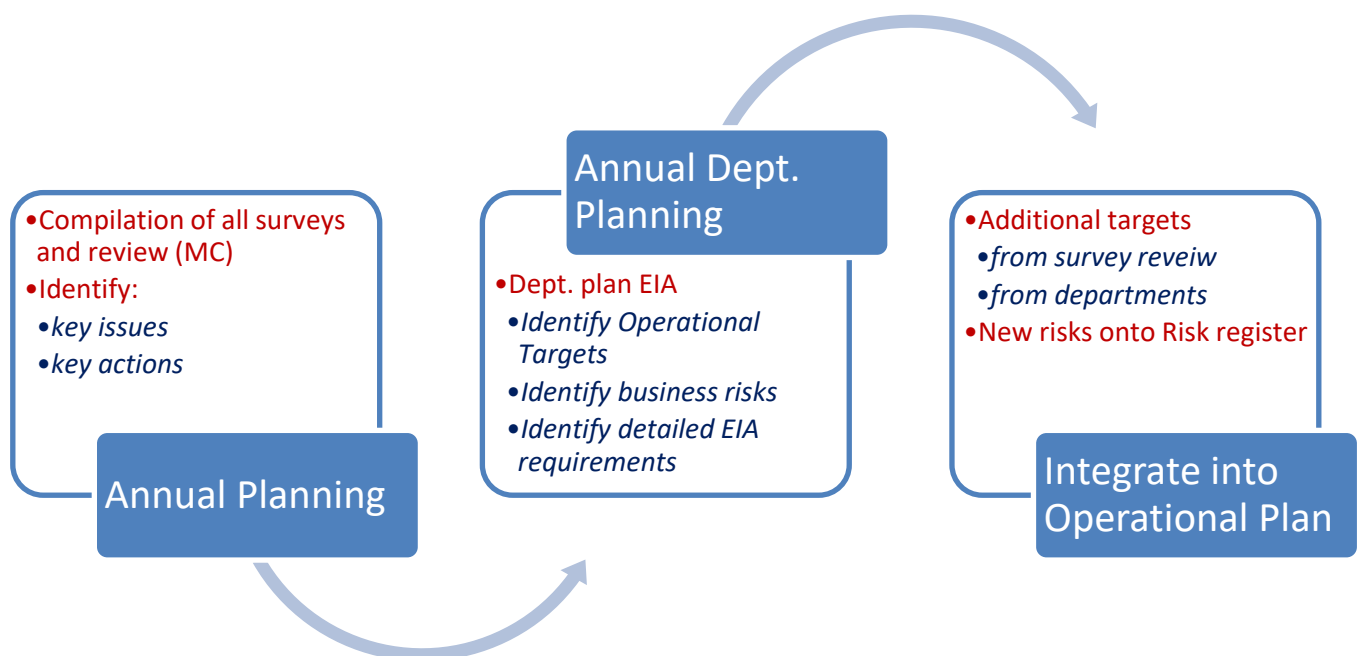
RYA Scotland has adopted the Plan4Sport Equality Impact Assessment (EIA) model for Sport Governing Bodies. We will undertake EIAs for:

- Annual departmental plans.
- New policies.
- Policies at the point of review.
- Specific strategies at the point of review
- Our overall strategic plan at the point of review
- Targeted areas of work identified through monitoring.
- Reports to Management Committee (initial screening with full EIA if felt appropriate).
- Areas of work affected by changes in legislation.
- Any other activity where an EIA is considered appropriate.

All EIAs will be reported to our Management Committee.

Operational and Department Planning

Each department will conduct an Equality Impact Assessments (EIA) as part of their annual planning cycle. This will identify actions and risks and feed them into the operational plan.



The products of the compiled survey report and departmental EIAs will feed equality specific actions into the annual operational plan, identify new business risks to be added to the risk register and identify areas that require further work.