

EQUALITY POLICY

Statement of Intent

- 1.1 British Cycling Federation is fully committed to the principles and active promotion of equality of opportunity and is responsible for ensuring that no job applicant, employee, member or volunteer receives less favourable treatment on the grounds of age, gender, parental or marital status, racial group (race, colour, nationality, ethnic or national origins). Disability, religious beliefs or principles, social status, trade union membership or non-membership or sexual preference.
- 1.2 The Federation will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.
- 1.3 The "active promotion of equality of opportunity" implies that the Federation is seeking to move from simply complying with legislation and good practice towards embracing diversity.

Purpose of the Equality policy

- 2.1 The Federation will ensure that no sections of the community are denied the opportunity to participate equally and fully in the sport at all levels.
- 2.2 The Federation will take steps to prevent discrimination or other unfair treatment for its employees, members or volunteers.

Legal Requirements

- 3.1 The Federation is required by law not to discriminate against its employees or members and recognises its legal obligations under current, relevant acts and related obligations arising from connected codes of practice.

Types of Discrimination

Discrimination can take the following forms:

- 4.1 **Direct Discrimination:** This occurs when one person is treated less favourably than another in the similar circumstances.
- 4.2 **Indirect Discrimination:** This occurs when a provision, criterion or practice is applied equally to all, but which has a disproportionate and detrimental effect on a particular section of the population, because fewer members of that section can comply with the provision, criterion or practice cannot be objectively justified.
 - 4.2.1 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the proper performance of the work involved.
 - 4.3.1 **Harassment:** Harassment can be described as actions, behaviour comments or physical contact that are unwelcome, inappropriate, unreciprocated and objectionable or causes offence to the recipient. It may relate to age, gender, racial group, disability, religion or belief, social status, sexuality or some other personal characteristic.
 - 4.3.2 **Bullying:** Bullying is one form of personal harassment. It is the misuse of power or position to persistently criticise or to humiliate and undermine an individual's confidence.
 - 4.3.1 The Federation is committed to ensuring that its employees, members and competitors are able to conduct their activities in an environment that is free from harassment, intimidation or bullying.
 - 4.3.2 The Federation regards discrimination and harassment or bullying as described above as gross misconduct and any employee of the Federation, participant or volunteer

who discriminates against any other person will be liable to appropriate disciplinary action.

- 4.4. **Victimisation:** Victimisation occurs when someone is treated less favourably than others because he or she has taken action against the Federation under one of the relevant acts or provided information about such discrimination.

Implementation

- 5.1 A copy of this document will be available to all staff, members and volunteers of the Federation.
- 5.2 All employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- 5.3 The Federation will take measures to ensure that its employment practices are non-discriminatory.
- 5.4. No job applicant 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.
- 5.5 A planned approach will be adopted to eliminate barriers which discriminate against particular groups.
- 5.6 The Federation will ensure that consultants and advisers used by the Federation can demonstrate their commitment to the principles and practice of equality.

Positive Action

- 6.1 The Federation may take positive action or introduce special measures or initiatives for any group which is currently under-represented in membership, representative bodies or workforce.

Monitoring and Evaluation

- 7.1 The Federation will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and will inform employees and members of their impact.
- 7.2 The Chief Executive has overall responsibility for the implementation of the equal opportunities policy.
- 7.3 The BCF Board is responsible for ensuring that this equity policy is followed and to provide appropriate procedures to deal with the investigation and disciplinary hearing in connection with any alleged breach of the Equality Policy and/or any related Codes of Practice which may be issued by the Board from time to time.

Disciplinary and Grievance Procedures

- 8.1 To safeguard individual rights under the policy an employee, member or volunteer who believes that he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.
- 8.2 Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the Federation's Equality Policy
- 8.3 The Federation is concerned to ensure that individuals feel able to raise any grievance and no employee, member or volunteer will be penalised for doing so unless it is untrue and not made in good faith.

Adopted 18/11/00
Amended 24/11/01, 24/11/02, 10/12/05

British Cycling Code of Conduct

for Member Clubs, Individual Members, Staff, Coaches, Officials and Volunteers.

British Cycling is the trading name of the British Cycling Federation which is the governing body of cycle sport in the UK as recognised by the Union Cycliste Internationale and the Sports Councils. This document is the Organisation's code of conduct, which offers guidance on good practice for everyone involved in the sport of cycling, whether they be British Cycling staff, individual members, coaches, race officials, member club officials or volunteers.

The code of conduct is divided into four sections:

- **Rights:** which outlines the basic rights of individuals to take part in the sport of cycling
- **Relationships:** which offers guidance on personal relationships in cycling, in particular those between coaches, or others in positions of influence and riders
- **Personal Standards:** which outlines the standards of personal conduct and behaviour expected within the sport at all levels
- **Professional Standards:** which details the commitment to best practice and ongoing professional development expected of officials, coaches, volunteers and all others in positions of authority within British Cycling

RIGHTS

Statement

It is essential that all people involved in cycling recognise and ensure that everyone has an equal right to participate in the sport.

Issues

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Make every effort to make cycling a sport where everyone is treated as an individual and which is open and available equally to all members of society.
- Make every effort to ensure that cycling in all its forms offers the individual the opportunity to participate without fear or harassment. Where a participant experiences fear, harassment or bullying, the individual has a right to make a complaint and for that complaint to be heard and acted upon in accordance with the relevant policy
- Respect the right of riders to consult with other coaches and experts.
- Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.

Actions

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Ensure that all individuals in cycling are, at all times, treated with respect.
- Not discriminate against an individual for any reason, whether it be race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.
- Challenge discrimination in whatever form it takes.
- Always behave with discretion when discussing individuals, athletes or coaches and avoid engaging in descriptions or publicly criticising them in a way which they may find demeaning.
- Communicate with each other in a way which reflects respect and care. This is especially important in rider/coach relationships, when a coach is providing feedback to a rider and when dealing with children or vulnerable adults.

RELATIONSHIPS

Statement

British Cycling's member clubs, members, coaches, staff, officials and volunteers should build relationships within the sport which are open and honest, and founded on mutual trust and respect.

Issues

- Members, coaches, staff, officials and volunteers must not behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, emotional, neglectful or bullying. The welfare and best interests of everyone involved with the sport should be respected and promoted at all times. Individuals should be empowered to be responsible for their own decisions.
- Anyone involved in a position of authority or engaged in a coaching, or any other form of relationship directly related to the sport, must avoid sexual intimacy during that relationship. This should also extend for a period of time immediately following the end of that relationship.
- Members, coaches, staff, officials and volunteers must always take action if they have concerns about an adult's behaviour towards a child.
- When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.
- Coaches should work with and communicate with a range of individuals and organisations that will benefit the rider and provide them with a broader range of services and knowledge. Equally, coaches should discuss and agree with a rider other sources of information and guidance if they believe it will be of benefit to the rider.

Actions

Members, coaches, staff, officials and volunteers should take into account the physical needs of riders, both in and out of competition. Issues such as the volumes and intensity of their training and competitive cycling should be addressed with particular care. This is especially important with young riders who are still growing.

Physical contact during both competitive and non-competitive cycling activities should be limited to that which is appropriate and necessary. It should always be with the consent and approval of the rider/athlete.

Any form of sexually related contact with an under age athlete is strictly forbidden. So too are sexual innuendo, flirting or any inappropriate gestures and terms. It is every adult's responsibility to inform a child's parents immediately if there are any concerns for the welfare of that child.

When a young rider is intending to undertake any form of coach led cycling activity, it is the responsibility of the coach or responsible adult to discuss fully the potential impact of the programme with parents and/or other interested parties.

If an intimate relationship is developing between a coach and a rider they are coaching, then the rider should immediately be transferred to another coach. It is the duty of coaches and other cycling officials to know and understand British Cycling's policies and procedures in this regard. It is equally important to follow the reporting procedures laid down by British Cycling if an individual has a concern – failing to act is not acceptable.

Governing Bodies, Clubs, Divisions and other forms of association within the sport, should involve and consult members at all levels in decision-making processes. Members, coaches, staff and officials must respect all cyclists' opinions concerning their participation in cycling. Equally, cyclists at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which cycling competitions are conducted.. Where decisions are made concerning a cyclist's involvement in the sport, whether it be with a coach or other person in a position

of responsibility, care must be taken to include the cyclist in the decision-making process except during competitions when this process is governed by the Technical Regulations.

Coaches or other persons in positions of responsibility should keep cyclists and/or their parents informed of the requirements of the sport, both physical and, where appropriate, financial. An understanding of the potential for conflicts of interest and a willingness to resolve them is also important. In particular, coaches should be careful not to work with any other coach's riders without first discussing or agreeing it with both the coach and the rider involved. In all relationships within the sport – including club/rider or coach/rider - mutual agreement should also be reached on what information concerning the cyclist should remain confidential.

PERSONAL STANDARDS

Statement

British Cycling's member clubs, members, coaches, staff and officials should demonstrate proper personal behaviour and conduct at all times.

Issues

British Cycling's clubs, members, coaches, staff, officials and volunteers must be fair, honest and considerate to riders and other individuals involved in the sport

British Cycling's clubs, members, coaches, staff, officials and volunteers must attempt to provide positive role models for others in the sport at all times

Actions

- It is essential to act within the Technical Regulations and the spirit of cycling at all times and behave with respect, displaying control, dignity and professionalism at all times.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers must be prepared to familiarise themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with UK Sport and British Cycling policies in this area. Coaches and officials have a responsibility to provide education and guidance on these issues.
- Coaches and clubs should maintain previous levels of interest and support for an athlete when they are injured or sick.
- High standards of behaviour are expected of everyone within the sport, whether it be of language, manner, appearance or punctuality. Quality preparation and presentation are also important aspects of coaching and educational work.

People in positions of authority or influence, or who may be considered role models, should not smoke, drink alcohol or use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

PROFESSIONAL STANDARDS

Statement

To maximise the enjoyment and benefits of cycling, minimise the risks to participants and competitors and ensure safe and correct practice, all officials, coaches and others in positions of authority within the sport, must attain a high level of competence through qualifications and a commitment to ongoing training and must support and implement the codes of conduct and policies of the Federation.

Issues

British Cycling's member clubs, members, coaches, staff, officials and volunteers should strive to provide a safe environment that maximises the enjoyment and benefits of cycling and minimises risks to participants and competitors, thus helping them to achieve

their goals. Safe and correct practice must be carried out and promoted at all times.

Officials, coaches and others in positions of authority within the sport should at all times strive to be professional and accept responsibility for their actions. They should make an ongoing commitment to provide participants and competitors with a quality service. Beyond that, they should actively promote the positive benefits to society of participation in cycling. They should contribute to the development of their own field of expertise or responsibility by exchanging knowledge and ideas with others and by gaining appropriate British Cycling (or other approved body) qualifications.

Actions

- Member clubs, members, coaches, staff, officials and volunteers should follow British Cycling's guidelines.
- Participation in British Cycling's competitive events should only go ahead with full observance of the technical regulations governing the sport in general and the individual disciplines within the sport.
- Coaches and club officials should plan all structured or group cycling to meet the needs and safety of the riders involved. Coaching sessions, in particular, should be progressive and appropriate.
- Clubs and coaches should maintain appropriate records of members and of coached riders. Whenever a coach is advising a rider, they should recognise and accept when it is appropriate to refer them to another coach or specialist.
- Coaches and officials should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within cycling, and of other issues which may have an influence their rider(s) or their own professional ability.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers should be aware of the social issues and how cycling can contribute to local, regional or national initiatives. Every opportunity to recruit people into the sport or to use cycling as an educational tool should be taken.
- Coaches should identify and contribute to initiatives which will improve the standards and quality of coaching, both in cycling and other sports. By operating in an open and transparent fashion with each other, coaches can benefit from shared knowledge and experience.
- When involved in coaching, or any other area of specialist knowledge or expertise, individuals should look to take an analytical approach, including identifying their professional needs. They should be committed to participating in continuous professional development, through both training and experience.
- Anyone engaged in positions of responsibility within cycling should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.
- It is vital that no one in cycling, at any level, assumes responsibility for any role which they are not qualified or prepared for. Above all, they should not mislead others as to their level of qualification or competence.

Jim Hendry
General Secretary
16 September 2002