



CLUB EQUAL OPPORTUNITIES POLICY

GALWAY TRIATHLON CLUB

1 Statement of Policy

The aim of this policy is to communicate the commitment of GALWAY TRIATHLON CLUB to the promotion of equality of opportunity within our club.

It is our policy to provide equality of opportunity to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All club members, office bearers, employees and volunteers who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Our equal opportunities policy applies to all club members, office bearers, employees and volunteers to help all those in our club to develop their full potential, provide an enjoyable sporting environment for all, and fully utilise the talents and resources of available within our club.

2 Equality Commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting an enjoyable sporting environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which will be dealt with through the club's normal procedures.

This policy will be made available to all club members and those working for the club through our website and also shared with new members when they join. The effectiveness of our equal opportunities policy will be reviewed regularly [at least annually] and action taken as necessary.

3 Implementation

The club's office bearers, and including the Chair and Club Secretary, have specific responsibility for the effective implementation of this policy. Each office bearer also has responsibilities, and we expect all our club members, volunteers and employees to abide by the policy and help create the equal opportunities environment which is its objective.

In order to implement this policy, we shall:

- Communicate the policy widely
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of staff
- Provide equality training and guidance as appropriate to employees and volunteers
- Ensure that those who may be involved in assessing candidates for recruitment or promotion have received appropriate training
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our club, its members, volunteers and staff.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

4 Monitoring and Review

The effectiveness of our equal opportunities policy will be reviewed regularly, and action taken as necessary. Where monitoring suggests there is an issue in relation to this policy then we will develop an action plan to address the issue in question.

5 Complaints

Members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed club procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, members have the right to pursue complaints of discrimination through the courts or to an industrial tribunal. However, members wishing to make a complaint will normally be required to raise their complaint under our internal grievance procedures first.

Club Complaints Procedure

Informal Procedure

Where possible a member or a group of members should try and sort out the problem first by raising the complaint with the other party/ies involved or with the Chair or Secretary of the Club. Most complaints can get resolved at this stage without having to go through a formal process.

Formal Procedure

If use of the informal procedure does not lead to a resolution and where the complaint is in respect of an individual or individuals in the Club, then the member or members should make the complaint in writing to the Club Committee. The written complaint should be addressed to the Club Secretary.

Where the complaint is in respect of decisions or policies of the Club Committee, then the member or members should make the complaint in writing to Triathlon Ireland. The written complaint should be addressed to the Equality Officer, Triathlon Ireland and a copy sent to the Club Secretary. The complaint should be as complete and specific as possible. It should contain a full description of the complaint, the names of person or persons against whom the complaint is being made, the dates, times and locations of incidents where this is relevant, the names of any witnesses, the detail and dates of any attempts at resolution. The person or persons against whom the complaint is made will receive a copy of the complaint and they will have a right of reply.

Where the matter is to be dealt with by the Club Committee, an Investigating Committee consisting of the Chairperson, Secretary, and at least two other members of the Committee will be formed to investigate and rule on the complaint.

The Investigating Committee will meet formally with the Complainant/s and the person or persons against whom the complaint is being made. The Investigating Committee will interview the Complainant/s, the person/s against whom the complaint is being made and any witnesses that are willing to come forward. All parties may be accompanied by a friend or representative at meetings.

The Investigating Committee will deliver its findings in writing within one month of the submission of the complaint. The Secretary of the Investigating Committee will communicate its findings to the parties involved. The finding may either uphold or reject the complaint in part or in full, and may impose sanctions where appropriate which might include:

- A Warning as to future conduct.
- Suspension from active membership.
- Disbarment from active membership

In deciding what sanction is appropriate in a particular case the Board will consider the severity of the matter and take account of any mitigating circumstances. The Secretary of the Investigating Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely retained until such time as the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Club.

Where the violation of the equality of opportunity policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed.

In the event that an individual or organisation associated with Galway Triathlon Club is subject to allegations of unlawful discrimination in a court or tribunal, the Committee will co-operate fully with any investigation carried out by the relevant lawful authorities and, subject to the outcome, may consider taking action as above in relation to the matter concerned.

Appeals

If the Complainant/s or the person/s against whom the complaint is being made is/are dissatisfied with the determination of the Committee, on the grounds that the procedure for dealing with the complaint wasn't properly followed, they may appeal to Triathlon Ireland. This appeal must be made in writing to the Equality Officer of Triathlon Ireland.

This appeal will be dealt with under the Equality Grievance Procedure, outlined on the Triathlon Ireland website <http://triathlonireland.com/governingdocuments.html>.

Date:

Signature: Chair

Signature: Secretary

Appendices

Further information, for example, other policies, grievance procedures, information about relevant law, etc, or contact details may be added in appendices at the Club's discretion.

For further information on the statutory disciplinary, dismissal and grievance procedures, see www.citizensinformation.ie in the Republic of Ireland.

Further information

Triathlon Ireland Governing Documents on Equality

<http://triathlonireland.com/governingdocuments.html>

Citizens Information

www.citizensinformation.ie

Workplace Relations Customer Services

Locall: 1890 80 80 90

Website: www.workplacerelations.ie/en