

# Welsh Gymnastics Equality Action Plan 2009-2010

## Introduction

This is the Equality Action Plan for Welsh Gymnastics 2009-2010.

Our Equality plan has evolved as a result of ongoing work since achieving the foundation level and a growing mass of evidence collected through club audits and specifically local authority focused projects. This work has enabled Welsh Gymnastics (WG) to better understand who our participants and workforce are and understand what barriers there are to participation in the sport of Gymnastics. An Equality Working Group has been established this year (2009), made up of Welsh Gymnastics Board member, Development staff and Administration staff. WG will also look to expand this group to include volunteers and partners. This group will initiate and monitor projects designed to find out more about what barriers exist and ways to overcome barriers in the areas of; Gymnastics for people with disabilities; Boys in Gymnastics; Gymnastics as a long term sport. Ongoing audits of staff, committee members and high level volunteers have also informed the plan.

The Action Plan details the process Welsh Gymnastics will follow over the next 12 months together with British Gymnastics in terms of ensuring systems and structures are robust and sustainable, and our Local Authority partners and Clubs that provide delivery. It addresses issues already identified to date and also outlines further research/auditing needed. This Action Plan will be a key part of the Welsh Gymnastics Business Plan and integrated into our day to day working.

Welsh Gymnastics is committed to the **Equality Standard Framework**, a framework developed by the four home country Sports Councils, UK Sport and equality organisations, for Governing Bodies of sport and similar organisations. It provides measurable standards for equality at progressive levels – Foundation, Preliminary, Intermediate and Advanced. British and Welsh Gymnastics passed the Foundation Standard in 2006 and Welsh Gymnastics are currently working towards the Preliminary level of the Standards.

At each level of the Standard there are two key aims:

Developing your organisation – who we are (culture, policies, structure, governance, profile)

Developing your organisation's services – what we do (programmes, practices, communications, services)

This plan is a working document and will evolve throughout the year of its duration taking into consideration any new evidence resulting from further audits and information gathering. The current data gathered has specifically been used to help shape the plan – a training needs analysis of staff and senior volunteers has identified the need for further training and the profiling process against national statistics is influential in the delivery plan in year 2 and 3.

Year 1 will mainly focus on ensuring that the infrastructure is in place, improving on data collection, reviewing existing policies, training staff and increasing awareness of equality issues to all stakeholders. Year 2 and 3 will begin to see the delivery of the identified objectives and programmes. The plan will be continually reviewed and become a key part of the Welsh Gymnastics Business Plan 2009 – 2013.

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Individual staff time has been committed to ensuring the successful delivery of the plan across the Equality Working Group and Regional Development staff along with a budget allocated to specific actions.

The Welsh Gymnastics staff are accountable for ensuring the objectives in the plan are met – specifically the CEO, National Development Manager, and the Equality Working Group. The Board of Directors is responsible for monitoring the progress of the plan.

For further information, questions or comments relating to the plan please contact:

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### **Key to abbreviations:**

WG	Welsh Gymnastics
BG	British Gymnastics
CEO	Chief Executive Officer
NDM	National Development Manager
RDO	Regional Development Officer
CSC	Coaching Systems Co-ordinator
FDSW	Federation of Disability Sport Wales
GMPD	Gymnastics and Movement for People with Disabilities
WGBP	Welsh Gymnastics Business Plan (2009 – 2013)

## Welsh Gymnastics Equality Action Plan 2009-2010

Section: Research & Auditing						
Objective	Actions	Target/ KPI	Responsibility	Completion date	Resources	Evaluation/ Comments
Ensure data is collected, monitored and fed into the Equality Working Group annually on all Welsh members (Including Age, Gender, Ethnicity & Disability)	<ul style="list-style-type: none"> <li>Build equity data into database systems and club audit tool.</li> </ul>	Annual data report issued	WG, specifically NDM	Annually (Sept each year)	Staff time – NDM and RDOs	
Complete equality profile audit for each Gymnastics stakeholder sector	<ul style="list-style-type: none"> <li>Continue to complete profile audits for all staff and committee members of Welsh Gymnastics</li> </ul>	Equality profile monitored	NDM	Annually September	Staff time	
Provide a robust and accurate data collecting tool across Club Members for the four strands	<ul style="list-style-type: none"> <li>Update the current Club Audit tool to gather equality data.</li> <li>Provide clubs with a template to assist with data gathering of participants</li> </ul>	Club Audit tool completed Club registration template completed and provided	CSC  CSC	September 2009  December 2009	Staff time	
Gain further understanding of audit findings from Pilot Clubs/Projects	<ul style="list-style-type: none"> <li>Meet with FDSW</li> <li>Gather information on relevant projects</li> <li>Collate case studies / projects</li> </ul>	Meetings held Information gathered and case studies completed	NDM  RDOs	November 2009 October 2009	Staff time	

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Section: Development						
Objective	Actions	Target/ KPI	Responsibility	Completion date	Resources	Evaluation/ Comments
<b>Development of Policies</b>						
Review all HR Policies and Procedures	<ul style="list-style-type: none"> <li>Ensure all HR procedures adhere to equality standards and are amended in staff handbook</li> </ul>	Policy and procedures review and delivered	CEO	Ongoing	Staff time	
Review induction process	<ul style="list-style-type: none"> <li>Ensure equality training is a standard element of induction training for both Staff and Board</li> </ul>	Equality training in place and delivered to new staff	CEO	Ongoing	Staff time	
Ensure plan is integrated into work programmes	<ul style="list-style-type: none"> <li>Roles and responsibilities are identified for equality work</li> <li>Actions and targets are included in staff work programmes</li> </ul>	Responsibilities identified. Actions and targets included.	CEO / NDM	November 2009	Staff time	RDO work programmes – Disability roadshows, club support, events. Coach Ed workshops.
<b>Implementation</b>						
<b>Sub section: Training &amp; Support</b>						
Provide a timetable of equality training	<ul style="list-style-type: none"> <li>Deliver Equity Awareness training to all staff and Board members</li> </ul>	Training delivered	NDM	December 2009	Budget required for external delivery	
Ensure all volunteers understand and embrace their role in delivering equality objectives	<ul style="list-style-type: none"> <li>Provide an introduction to the Equality standard and overview of the plan to senior committees and volunteers</li> </ul>	Introduction and overview provided	NDM	April 2010	Staff time	
	<ul style="list-style-type: none"> <li>Brief RDOs as to their roles &amp; responsibilities</li> </ul>	Training complete	NDM	January 2009	Staff time	
	<ul style="list-style-type: none"> <li>Continue to support clubs with Equity training through GymMark</li> </ul>	15 clubs accredited with GymMark	RDOs	December 2010	Staff time	
<b>Sub Section: Delivery</b>						
Address issues highlighted by the Foundation level, audits and new equality information	<ul style="list-style-type: none"> <li>Establish Disability Roadshows</li> </ul>	1 roadshow / workshop in each area	NDM / RDO	August 2009	Staff time / budget required	

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Section: Development						
Objective	Actions	Target/ KPI	Responsibility	Completion date	Resources	Evaluation/ Comments
	<ul style="list-style-type: none"> <li>Provide workshops and forums for coaches to increase knowledge and experience of GMPD (ref: Development Strategy 2009 – 2013)</li> </ul>	Series of workshops provided linked to Area conferences	NDM / RDOs	December 2010	Staff time / budget required	
	<ul style="list-style-type: none"> <li>Encourage more clubs and partners to open up more opportunities for GMPD</li> </ul>	25% increase in participants with a disability	RDOs	September 2010	Staff and partners time	

Section: Communication						
Objective	Actions	Target/ KPI	Responsibility	Completion date	Resources	Evaluation/ Comments
Promote the importance of equality data gathering to all a partners and clubs	<ul style="list-style-type: none"> <li>Provide some promotion material to all partners and club on why data collection is important</li> </ul>	Material available and distributed	NDM	April 2010	External information ?	
Communicate Equality work to all Gymnastics Stakeholders	<ul style="list-style-type: none"> <li>Distribute agreed plan to all stakeholders</li> <li>Place agreed action plan on the WG website</li> <li>Include equality updates in all reports and news</li> </ul>	Distributed  Placed on website Equality section in each report	NDM	November 2009 November 2009 Ongoing	Staff time	
Engage with Equality partners	<ul style="list-style-type: none"> <li>In relation to communicating the plan:</li> <li>Meet with FDSW</li> <li>Meet with LAs</li> </ul>	Meetings held	NDM	January 2010	Staff time	

## Welsh Gymnastics Equality Action Plan 2009-2010

Section: Monitoring & Reviewing						
Objective	Actions	Target/ KPI	Responsibility	Completion date	Resources	Evaluation/ Comments
Monitor and review this Action Plan on a regular basis	Review plan quarterly with Equality Working Group	Plan reviewed	NDM	Ongoing		
	Ensure plan is a regular agenda item at Management and Board meetings	Agenda item set	Chair / CEO	Ongoing		Following quarterly reviews an update report will be presented to the Board

YEAR 2 (2010 – 2011) AND YEAR 3 (2011 – 2012)

### KEY MILESTONES

- Provide a timetable of equity awareness training for all employees, followed by individual training plan based on Performance management review conducted annually.
- Find out more about possible barriers to participation that could effect opportunities to take part in Gymnastics
  - Review 'boys in gymnastics'
  - Review 'drop-out rate in gymnastics'
  - Review 'gymnastics for people with disabilities'
- Following reviews:
  - Devise strategies to encourage more boys to participate in gymnastics.
  - Devise strategies and programmes to prevent drop-out at an early age.
  - Identify strategies to encourage more males in to coaches, judging and volunteer roles.
  - Provide more opportunities for disabled people to volunteer in gymnastics.
  - Develop tool kits for each of the following areas: Disability; Boys; Gym for Life
- Look at strategies to provide more opportunities on committees for identified minority groups within the gymnastics family
- Look at strategies, particularly around recruitment to provide opportunities for the disabled workforce.
- Place case studies of pilot clubs / projects on the WG website.
- Ensure all imagery used in WG publications and on the websites promotes Equality.