

# **BRITISH CANOE UNION**

Canoe England Equality Plan

Year 2: April 2008 – March 2009

**YEAR TWO DETAILED ACTION PLAN: APRIL 2008 – MARCH 2009**

**1. Management, Policy and Planning**

<b>Objective</b>	<b>Planned Action</b>	<b>Targets</b>	<b>Lead Person</b>	<b>Timescale</b>
Ensure management structure in place to implement equality	<ul style="list-style-type: none"> <li>Continue communication with Equality Advisory Group to gain feedback, advice and ideas.</li> </ul>	Group consulted and meeting arranged	Equality Officer	Ongoing (4 times per year)
	<ul style="list-style-type: none"> <li>Support Regional Disability Coordinators through equality officer</li> </ul>	Support identified	Equality officer	March 2009
Ensure annual action plan in place.	<ul style="list-style-type: none"> <li>Canoe England equality action plan in place and reviewed annually.</li> </ul>	Plan in place and reviewed annually	Equality Officer	April 2008 / March 2009
	<ul style="list-style-type: none"> <li>Consult with all departments and BCU/Canoe England board to ensure ownership of their own targets.</li> </ul>	Consultation occurring and plan agreed	Equality Officer / departments	March 2009
	<ul style="list-style-type: none"> <li>Publicise highlights of the plan on the website, volunteer newsletter and Canoe Focus.</li> </ul>	Highlights publicised	Equality Officer	April 2008 / March 2009
Ensure ongoing communication with staff and key partners	<ul style="list-style-type: none"> <li>Encourage regular opportunities for feedback from members, staff and key volunteers.</li> </ul>	Opportunities in Canoe Focus, website & newsletters	Equality Officer	Ongoing
	<ul style="list-style-type: none"> <li>Regular liaison with the volunteer equality contact for English council.</li> </ul>	Contact four times per year	Equality Officer / Mike Twiggs	Ongoing
	<ul style="list-style-type: none"> <li>Seek advice from equality experts, maintain ongoing communication and gain guidance on reviews and audits.</li> </ul>	Guidance gained	Equality Officer / EFDS / WSFF / Sporting Equals	Ongoing
	<ul style="list-style-type: none"> <li>Gain advice and maintain regular contact with EFDS, WSFF, Sporting Equals and any other relevant organisations.</li> </ul>	Regular contact maintained	EFDS / WSF / Sporting Equals / Equality Officer	Ongoing

	<ul style="list-style-type: none"> <li>Ensure staff and all Canoe England members are aware of updated documents.</li> </ul>	Updates to staff and members as required	Equality Officer	Ongoing
	<ul style="list-style-type: none"> <li>Provide regular reports to the BCU and English Council for equality</li> </ul>	Updates provided at each meeting	Equality Officer	
	<ul style="list-style-type: none"> <li>Ensure inclusion of equality information in annual directory</li> </ul>	Equality update published	Equality Officer	Dec 2008
Ensure equality policy updated as required.	<ul style="list-style-type: none"> <li>Review and update equality policy annually. Ensure new document is published.</li> </ul>	Policy updated	Equality Officer / BCU Board	Sept 2008
	<ul style="list-style-type: none"> <li>Ensure equality information / projects are publicised in Canoe Focus.</li> </ul>	Articles in Canoe Focus	Equality Officer	Sept / Dec / Mar / June
	<ul style="list-style-type: none"> <li>Establish a complaints procedure for Equality enquiries</li> </ul>	Procedure finalised and publicised	Sue Hornby / Paul Owen	June 2008
Improve the understanding of equality issues and equality in sport	<ul style="list-style-type: none"> <li>Attend relevant conferences, seminars and workshops.</li> </ul>	Attendance at relevant events.	Equality Officer	Ongoing
	<ul style="list-style-type: none"> <li>Work with National Parkinson Foundation to carry out research on the effects of Paddlesport on people with Parkinsons.</li> </ul>	Research carried out	Equality Officer	Feb 2009

## 2. Human Resources

Objective	Planned Action	Targets	Lead Person	Timescale
Ensure recruitment procedure demonstrates an equitable process for employment and recruitment	<ul style="list-style-type: none"> <li>Review and update application forms and packs to include equality form. Include guidance policy for departments.</li> </ul>	Equality form attached to application forms and data kept updated		June 2008
	<ul style="list-style-type: none"> <li>Review and update human resource policies including staff handbook; codes of conducts.</li> </ul>	Policies updated.	Human Resources	July 2008
	<ul style="list-style-type: none"> <li>Seek advice from equality organisations on where adverts can be placed to attract priority groups</li> </ul>	Procedure in place for advertising	Human Resources	Sept 2008
	<ul style="list-style-type: none"> <li>Ensure implementation of inductions to new staff as required, including World Class and Key Volunteers</li> </ul>	Equality included as part of the induction process	Human Resources	June 2008
Develop the understanding and education of staff and key volunteers	<ul style="list-style-type: none"> <li>Make arrangements for 2009 Equality Symposium.</li> </ul>	Date and venue confirmed	Equality Officer	March 2008 (Held in 2009)
	<ul style="list-style-type: none"> <li>In house training on basic equality awareness course provided for BCU staff (finance, customer services, marketing &amp; PR, Operations, Competition &amp; Coaching – scUK equality in your coaching applicable for competition and Coaching).</li> </ul>	Training held – refer to training plan	Equality Officer/Sue Hornby/Vaga Associates	May/June 2008
	<ul style="list-style-type: none"> <li>In house training on basic equality awareness course provided / attended scUK equality in your coaching/runningSports Club for All for Canoe England staff (Access &amp; Facilities team, coaching development team, participation team, community sports coaches, regional and club coaches, volunteer &amp; Equality officer)</li> </ul>	Training Held – refer to training plan	scUK / Vaga Associates	October 2008

	<ul style="list-style-type: none"> <li>In house training on basic equality awareness course provided for World Class staff – office and coaches. (Coaches may attend scUK Equality in your Coaching)</li> </ul>	Training held	Sue Hornby/John Handyside	October 2008
	<ul style="list-style-type: none"> <li>In house training on basic equality awareness course provided for BCU Board and English Council</li> </ul>	Training held	Equality Officer/Vaga Associates	October 2008
	<ul style="list-style-type: none"> <li>On line resource developed through runningSports delivered to discipline committees and National Equality Group</li> </ul>	Resource developed by runningSports and accessed by volunteers	Equality Officer/runningSport	April 2009

### 3. Marketing & PR

Objective	Planned Action	Targets	Lead Person	Timescale
Begin to update marketing policies / documents in line with audit.	<ul style="list-style-type: none"> <li>Investigate benefit of communications/ marketing policy. Write policy if required and ensure all staff are aware of the policy.</li> </ul>	Policy written and publicised if required.	Marketing / Equality Officer	July 2008
	<ul style="list-style-type: none"> <li>Ensure website is reviewed for equality and update where necessary.</li> </ul>	Website updated and reviewed	Marketing / Equality Officer	Nov 2008
	<ul style="list-style-type: none"> <li>Complete an audit of all Canoe England literature to review where other formats for special requirements should be made available.</li> </ul>	Review complete	Equality Officer	Dec 2008
Ensure equality is promoted widely within Paddlesport	<ul style="list-style-type: none"> <li>Ensure equality is included in BCU / Canoe England handbooks, Canoe Focus, on the website as well as promoted on external websites/publications.</li> </ul>	Ongoing publicity	Marketing / Equality Officer	Ongoing

#### 4. Development

Objective	Planned Action	Targets	Lead Person	Timescale
Target increased participation & volunteers of priority groups	<ul style="list-style-type: none"> <li>Review Girl Power and make plans to re-launch the scheme. Make updates where necessary.</li> </ul>	Scheme updated and re-launch planned	Project Officer	July 2008
	<ul style="list-style-type: none"> <li>Carry out pilot to launch Girl Power and review based on feedback.</li> </ul>	Pilot launched and feedback received	Project Officer	Sept 2008
	<ul style="list-style-type: none"> <li>Girl Power project refined and ready to launch officially</li> </ul>	Project ready to launch	Project Officer	March 2009
	<ul style="list-style-type: none"> <li>Encourage consideration is given to religious and ethnic needs when scheduling events and planning the participation programme.</li> </ul>	Events planned accordingly	PDO's	Ongoing
Identify projects to target increase in participation	<ul style="list-style-type: none"> <li>Identify projects to target participation for ethnic minorities and low income groups.</li> </ul>	At least one project identified	PDO's / Equality Officer / Sporting Equals	March 2009
	<ul style="list-style-type: none"> <li>Continue discussions with EFDS and work to raise the profile of Paddlesport through their regional and national magazines.</li> </ul>	News items submitted for regional and national magazines when appropriate	PDO's / Equality Officer/EFDS	Ongoing
	<ul style="list-style-type: none"> <li>Review Paddleability to see how it can be extended and improved to other areas of the sport to increase participation.</li> </ul>	Paddleability reviewed and promoted widely	Sue Hornby /Mike Twiggs / Equality Officer	August 2008
	<ul style="list-style-type: none"> <li>Develop programme for Regional Paddleability events to be held</li> </ul>	Paddleability events held	PDO	August 2008
	<ul style="list-style-type: none"> <li>Look into funding opportunities and providing coaches for disability groups within CSP's.</li> </ul>	Opportunities explored and 2 clubs supported	PDO	Feb 2009

	<ul style="list-style-type: none"> <li>Develop programme for Special Olympics participation.</li> </ul>	Programme identified	PDO's	March 2009 (held summer 2009)
	<ul style="list-style-type: none"> <li>Encourage at least one organisation per region. Develop information pack and support.</li> </ul>	Clubs identified and support given	PDO's	March 2009
	<ul style="list-style-type: none"> <li>Special Olympics programme to run integral at National Regatta – Sept 2008, and April 2009.</li> </ul>	Events held	PDO's	Sept 2008 / April 2009

## 5. Volunteers and Clubs

Objective	Planned Action	Targets	Lead Person	Timescale
Establish current equality statistics of members and volunteers.	<ul style="list-style-type: none"> <li>Carry out audit of regional committee representation</li> </ul>	Audit complete	Equality Officer	Dec 08
	<ul style="list-style-type: none"> <li>Outline a project to encourage volunteers aged 20 – 39 years</li> </ul>	Project drafted	Volunteer Coordinator	March 2009
Ensure club materials are equitable	<ul style="list-style-type: none"> <li>Review club materials, update and promote</li> </ul>	Materials updated and promoted.	Howard Blackman / Equality Officer	July 2008
	<ul style="list-style-type: none"> <li>Ensure equality information, templates and good practise are included in the Club Handbook, including information on how to cater for minority groups.</li> </ul>	Equality included in handbook	Volunteer Coordinator/ Equality officer	July 2008
Identify current situation within clubs and centres providing provision for disabled paddlers	<ul style="list-style-type: none"> <li>Start to collate information on clubs and centres that provide good facilities and coaches for people with disabilities. (In preparation to identify Regional Centres of Excellence).</li> </ul>	Audit form complete and sent to clubs and centres	Rachel / Equality Officer	August 2008
Increase the understanding of equality to volunteers and clubs	<ul style="list-style-type: none"> <li>Ensure equality is included in Club Forums in each region</li> </ul>	Equality workshop provided	Equality Officer / Clubs Officer	April 2008 & Feb / March 2009
	<ul style="list-style-type: none"> <li>Ensure clubs are equitable through the Clubmark scheme (criteria met by clubs).</li> </ul>	60 clubs to have Clubmark accreditation	PESSCL officer	March 2009

## 6. Coaching

Objective	Planned Action	Targets	Lead Person	Timescale
Review and update all coaching policies	<ul style="list-style-type: none"> <li>Review coaches code on website, update and promote.</li> </ul>	Updated and promoted	Lara / Mike Devlin	June 2008
Look at improving courses available to coaches and clubs to ensure trained to be inclusive	<ul style="list-style-type: none"> <li>Develop new Inclusive Paddlesport Awareness module for coaches in line with UKCC course.</li> </ul>	Review complete	Lara Tipper /NSG	October 2008
	<ul style="list-style-type: none"> <li>Work towards ensuring further inclusive coach tutors are trained and available to ensure delivery of courses can take place</li> </ul>	Tutors trained in each region	Lara Tipper	March 2009
	<ul style="list-style-type: none"> <li>Review star awards to ensure open to all.</li> </ul>	Review complete	Lara Tipper	July 2008
	<ul style="list-style-type: none"> <li>Review coach educators delivery to ensure all training and courses are equitable and offer adaptations for all abilities in line with UKCC level 1 and level 2</li> </ul>	Review complete	Lara Tipper	July 2008
Monitoring procedure in place	<ul style="list-style-type: none"> <li>Coaching survey reviewed and updated if necessary. Look into how figures can contribute to equality officer reports</li> </ul>	Survey reviewed and updated	Coaching department	May 2008

## 7. Monitoring

Objective	Planned Action	Targets	Lead Person	Timescale
Share good practice in Paddlesport	<ul style="list-style-type: none"> <li>Identify examples of current good practice and publicise on Canoe England website and in Canoe Focus.</li> </ul>	Quarterly updates provided	PDO's / Clubs / Equality Officer	Sept / Dec / Mar / June
Ensure monitoring is ongoing in line with the BCU/Canoe England monitoring plan	<ul style="list-style-type: none"> <li>Database and members figures kept up to date</li> </ul>	Members database updated monthly, database ongoing	Customer services	Ongoing
	<ul style="list-style-type: none"> <li>Monitoring reports produced from database (total membership and coaches)</li> </ul>	Quarterly reports collated	Robert Deacon / Equality Officer	Sept / Dec / Mar / June
	<ul style="list-style-type: none"> <li>Monitoring reports for new members collated and annual report collated</li> </ul>	Database kept up to date and annual report submitted	Customer services / Equality officer	April 2008
	<ul style="list-style-type: none"> <li>Lead volunteers and staff equality information collated and reported on. Compare applicants against staff.</li> </ul>	Ongoing collation and annual report submitted	Equality Officer	September 2008
	<ul style="list-style-type: none"> <li>Ensure progress of plan is reviewed with National Equality Group.</li> </ul>	Review complete and further actions identified	Equality Officer / Equality Group	Sept 2008 / March 2009
	<ul style="list-style-type: none"> <li>Ensure reports to English Council and BCU Board are provided.</li> </ul>	Reports submitted when required	Equality Officer	May 2008 / as required

## 8. Competition

Objective	Planned Action	Targets	Lead Person	Timescale
Review Paddleability to align scoring towards IOC recommendations for entering Paralympics.	<ul style="list-style-type: none"> <li>Review scoring and check guidelines with IOC. Look at areas which need reviewing in order to campaign for the Paralympics.</li> </ul>	Paddleability reviewed	Competitions manager / Equality Officer	Dec 2008
	<ul style="list-style-type: none"> <li>Ensure plan in place for flat water racing Paddleability to campaign for Paralympics.</li> </ul>	Plan in place	Competition manager / equality officer	Aug 2008
	<ul style="list-style-type: none"> <li>Investigate possibility of slalom paddleability for grassroots.</li> </ul>	Options investigated	Competition manager / equality officer	Sept 2008
Fair Selection Policies in place	<ul style="list-style-type: none"> <li>Review selection policies for each disciplines to ensure no discrimination against minority groups.</li> </ul>	Policies reviewed to ensure equitable.	Competition manager / equality officer	Dec 2008 – Jan 2009
	<ul style="list-style-type: none"> <li>Collate report on number of women included in teams for current season</li> </ul>	Figures submitted	Competition manager / equality officer	Sept 2008
	<ul style="list-style-type: none"> <li>Ensure BEM, disability and age information for individuals selected for teams.</li> </ul>	Figures collated and submitted to equality officer	Competition manager	Sept 2008
	<ul style="list-style-type: none"> <li>Investigate online entry system to link with BCU records to enable equality data of competitors.</li> </ul>	System investigated	Competition manager	March 2009
Establish current equality statistics of volunteers on discipline committees	<ul style="list-style-type: none"> <li>Collate figures of discipline committees. Look at structure and identify any actions which may need to take place.</li> </ul>	Committee structure reviewed	Competition manager / equality officer	April 2008