

Requirements & Forms

UK Equality Standard

Resource Pack



The Equality Standard
A Framework for Sport



equalityinsport.org

Requirements and Forms

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The Equality Standard
A Framework for Sport



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1. Introduction

The Equality Standard: A Framework for Sport (the Standard) was launched by the UK sports councils in November 2004 to help address the inequalities that exist within the sports sector. It is a framework to guide sports organisations, including: governing bodies of sport, county sports partnerships (CSPs), sports councils and national sports organisations towards achieving equality. A more detailed introduction to the standard can be found in the “process and guidance for sports organisations” document.

This document contains three sections:

- Outcomes, minimum requirements, evidence, examples of good practice and

additional guidance for each level of the Standard;

- The assessment criteria against which all submitted evidence should be tested;
- An assessment form for each level of the Standard.

This is part of an overall suite of guidance material containing four other documents:

- Process and guidance for sports organisations;
- Designated support lead (DSL) process and guidance;
- Equality standard assessor (EQSA) process and guidance;
- Glossary of terms.

2. Minimum requirements

2.1

Areas of activity

The Standard is based on two broad areas of activity:

- Developing your organisation — This will be a reflection of the culture, policies, leadership and people;
- Developing your services — This activity describes the work an organisation has

done to improve delivery and will be reflected in action plans (e.g. inclusion programmes, initiatives to encourage under represented groups to participate etc).

2.2

Levels of achievement

There are four levels of achievement, Foundation, Preliminary, Intermediate and

Advanced, with each being structured in the following tables as shown below:

- Each level contains three or four outcomes;
- Each outcome is broken down into a number of minimum requirements;
- For each minimum requirement, there is a list of evidence for DSL assessment, a list of evidence for EQSA assessment, best practice and some additional guidance.

It is expected that the applicant organisation will be assessed against the specified evidence. However, the evidence listed is a guide and it is not prescriptive. Suitable alternatives can be presented if they meet the outcomes and will be judged on their merits.

2.3

Principles of each level

Foundation

The organisation is committed to equality and that commitment is communicated to all staff and volunteers.

Preliminary

The organisation is clear about what it needs to do to achieve equality, it understands the issues and barriers faced by under-represented groups in sport and has a robust equality action plan which all staff, volunteers and key stakeholders understand.

Intermediate

The organisation is increasing opportunities for participation and involvement by a diverse range of people including representation on its own leadership, staff, board and senior volunteers. All internal policies pay due regard to diversity.

Advanced

Leadership and staff, including coaches and officials as well as participants, are offered a fair and equal opportunity and are reflective of the community the organisation serves.

Equality is central to the way an organisation carries out all of its work. All affiliated organisations and clubs are able to engage and develop participants, coaches, officials and administrators from under-represented groups.

2.4 Foundation level

Outcome	Minimum requirement	Evidence for DSL Assessment	
1 Your organisation demonstrates a clear commitment to equality.	1.1 Set responsibility for equality at the highest level in the organisation both in terms of officers and board members; Board and head of organisation have responsibility for equality.	Written evidence the board has nominated or appointed a lead officer or board member with responsibility for equality e.g. job descriptions; written into policy; terms of reference.	
	1.2 Deliver briefing to engage senior staff and board members on equality and its relevance to increasing participation in your sport.	Briefing session notes and/or presentations delivered to the board and staff on equality e.g. requirements and benefits of engaging with the Standard, legislation, business case, consideration of barriers, good practice examples.	
	1.3 Ensure that all those involved in the organisation are aware of its commitment to equality: - A public commitment to addressing inequalities and preventing discrimination; - A zero tolerance approach to harassment and unfair treatment is demonstrated.	- An equality statement on website and/or written material; - Email equality statement to staff (paid and unpaid) and board members; - Board minutes/agenda with equality as standing item.	
2 Your organisation has a policy for equality that has been communicated to staff (paid and unpaid), board, coaches, officials, and members/participants.	2.1 Implement a policy for equality.	- A written up to date policy which complies with the home country legislation; - Board minutes demonstrate that the policy was approved.	
	2.2 Ensure all staff and key volunteers have an opportunity to contribute to its development.	Evidence to demonstrate that the policy has been circulated to all staff (paid and unpaid) and board members for an opportunity to contribute to the policy, with responses collated and considered. Email, board minutes, newsletter or similar circulation of the policy is acceptable as long as this is supported by the collation of responses.	
	2.3 Disseminate and communicate the policy for equality throughout the organisation.	Equality policy and statement accessible on the organisation's website.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
	Written evidence the board has nominated or appointed a lead officer or board member with responsibility for equality e.g. job descriptions; written into policy; terms of reference.	Nominated or appointed lead officer has support from an internal group which is responsible for ensuring that the equality policy is implemented. A figure for equality resource (human or financial).	
		List of attendees at briefing and; briefing to be delivered as part of induction for all new staff.	
		Committee papers/senior management meetings agendas showing equality as a standing item.	The equality statement can be your vision for equality.
	A written up to date policy which complies with the home country legislation.		Example policies are available on the Equality in Sport website: www.equalityinsport.org The policy should include: a statement of intent; scope; an outline of specific commitments and actions; an open and accessible membership approach; details of how the policy will be implemented; responsibilities; details of how the policy will be monitored and updated and; how complaints will be addressed.
		Consultation with other equality partners when developing the equality policy.	For a list of equality partners that support work relating to each of the protected characteristics, please see www.equalityinsport.org Each home country may have its own representative organisations and equality partners. Examples include: home country disability sport organisations, Sporting Equals, Women's Sport and Fitness Foundation, Local Ethnic Minority community organisations, Stonewall, local coalition groups etc.
		Referenced within the organisations service level agreements and contracts.	A sign and return form for the policy can be used to demonstrate that all staff have read and understood the policy. It could be part of induction process or in the staff handbook, which is signed off.

continues overleaf

2.4 Foundation level (continued)

Outcome	Minimum requirement	Evidence for DSL Assessment	
3 Your organisation is aware of its current profile and position in terms of equality.	3.1 Conduct an audit of: • Staff (paid and unpaid) and board.	A complete equality profile of the staff (paid and unpaid) and board to be conducted against all categories relevant to the legislation of the home country.	
	3.2 Present and summarise the findings of the profile audit in an accessible format and communicate to board, staff (paid or unpaid) and to members where relevant.	Findings of the audit collated and presented with a comparison against national data where available. Evidenced through board minutes, staff (paid or unpaid) briefing notes, correspondence and website.	
	3.3 Consideration that HR policies and communications activities are up-to-date in terms of latest equality legislation by completing HR and communications audits.	Completed HR audit as per template. Completed communications framework as per template.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
		Nominated or appointed lead officer has support from an internal group which is responsible for ensuring that the equality policy is implemented. A figure for equality resource (human or financial).	Appropriate audit profile forms are available on the Equality in Sport website: www.equalityinsport.org For small applicant organisations, a reasonable and practical approach should be taken. The EQSA will require evidence of process to feel satisfied that the methodology has not been biased, the coverage has been fully inclusive and that all the equality categories have been asked. England, Wales and Scotland: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Northern Ireland: persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; men and women generally; persons with a disability and persons without; and persons with dependents and persons without.
	Findings of the audit collated and presented with a comparison against national data where available.	Findings of the audit collated and presented with a comparison against other organisations, local population, and sport participation surveys. This might include national survey data on sports participation in the home countries, such as The Northern Ireland Sport and Physical Activity Survey (SAPAS) and the Active People Survey.	Go to sports council websites to find survey data information, or contact similar size organisations, whom may have achieved this level. Census data from each home country will provide national comparisons. Links to relevant data sources can be found at: www.equalityinsport.org The audit should clearly identify the organisational profile, broken down by those strands relevant to your home country. Graphs are acceptable. Areas for improvement should be clearly identified.
			Please see the HR and Communications audit templates, available on the website: www.equalityinsport.org Policies to be considered: • Recruitment and selection; • Harassment and bullying; • Disciplinary; • Flexible working; • Grievance. Policies do not have to be in place at Foundation level, but to meet legal requirements sports are encouraged to develop and review policies using the following resources: • Sports and Recreation Alliance: www.sportandrecreation.org.uk • Welsh Sports Association: www.welshsports.org.uk • Advisory, Conciliation and Arbitration Service: www.acas.org.uk/index.aspx?articleid=1461 For further information, or for links to the latest equalities legislation, please see: www.equalityinsport.org

2.5 Preliminary level

Outcome	Minimum requirement	Evidence for DSL Assessment	
1 Your organisation is aware of its current external profile and position in terms of equality.	1.1 Conduct an equality profile audit of: • Staff (paid and unpaid) and board members; • Coaches, officials and members/ participants.	A complete equality profile of the staff (paid and unpaid), board, coaches, officials and members/ participants to be conducted against all categories relevant to the legislation of the home country and as advised by the home country sports council.	
2 Your organisation has a robust equality action plan to advance equality and increase participation. Staff (paid and unpaid) understand how this plan relates to their role.	2.1 Produce an evidence-based action plan for equality. This should be aligned to the work areas in the organisation's business plan, and should incorporate action based on analysis of the organisation's equality profile audit data. Guidance should be sought from appropriate equalities organisations and partners. The plan should demonstrate: • Consideration of barriers to participation; • Actions to achieve outcomes; • Monitoring of progress • Review dates and responsibilities; • Evaluation of the plan. Each action should include: • Roles and responsibilities; • Timescales; • Progress/status; • Resource.	A copy of the equality action plan that has been agreed and endorsed by the board, along with an indication that the plan is being implemented.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
	A complete equality profile of the staff (paid and unpaid), board, coaches, officials and members/ participants to be conducted against all categories relevant to the legislation of the home country and as advised by the home country sports council.		Appropriate audit forms are available on the Equality in Sport website: www.equalityinsport.org Protected characteristics by home country England, Wales and Scotland: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Northern Ireland: persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; men and women generally; persons with a disability and persons without; and persons with dependents and persons without.
	A copy of the equality action plan that has been agreed and endorsed by the board, along with an indication that the plan is being implemented.	• Set up an equality working group ensuring there is representation by senior management; • Demonstrate how the organisation has understood the barriers and issues that may have resulted in under-representation; • Equality actions incorporated into strategic plans; • Evidence to shape the plan in the first instance will be driven by the outcome of the audit data and will have a longer term aim of diversification of staff and board. In addition the plan may also be shaped by: • Research reports; • Attendance at conferences or seminars; • Involvement in workshops or similar.	Your equality action plan should contain rationale which should be linked to your audit report from Foundation level and should refer to data, research and any other comparative figures that are relevant and useful to your sport. (e.g. What are the barriers and areas of priority for your organisation?) The plan should clearly identify objectives, aims, action, timescale, responsible officer and progress. Information relating to the monitoring and updating of the plan should be included and how the plan will be communicated. Equality action plan template The action plan should take account of all relevant areas of your organisation's activities, which might include: sports development work, administration, personnel and human resources, publicity and marketing — including accessibility of the website, representation and committee structures, performance development and elite sport, player pathway and coaching. Equality action plans from a range of organisations can be accessed via the Equality in Sport website: www.equalityinsport.org. Actions should be geared toward increasing the diversity of your governing body and sport. Before the action plan is finalised you will need to consult with stakeholders. These will include the board, staff, coaches, officials, volunteers and members as well as external organisations, e.g. community or charitable organisations/equality partners. You can do this via meetings, through email, consultation events, and through the website. You can also do this in key service areas, such as a comments box or notice board at reception. Consultation should ascertain the appropriateness of the plan, any gaps that should be included, and any areas of concern.

continues overleaf

2.5 Preliminary level (continued)

Outcome	Minimum requirement	Evidence for DSL Assessment	
	2.2 Communicate/promote the equality action plan internally.	The action plan to show how it will be communicated throughout the organisation e.g. inclusion in business plan; standing agenda item on board and operational meetings; staff updates. Evidence to show the action plan has actually been communicated.	
3 All board members and staff (paid and unpaid) within your organisation understand the general principles of equality and how it relates to their sport.	3.1 Identify the training requirements for staff and key volunteers and create a learning development plan within the equality action plan.	Outcomes resulting from identifying training requirements and evidence that this is incorporated into the business plan/equality action plan.	
4 Your recruitment practices and policies seek to advance equality.	4.1 Review, and enhance where necessary, all recruitment practices and policies: The review considers how equality can be advanced, including the recruitment of unpaid staff and volunteers.	- Adverts should outline the organisations commitment to equality; - Adverts should be distributed to as wide an audience as practically possible; - Job specifications/descriptions and the application process does not exclude any groups from applying; - The selection criteria is clear, relevant and inclusive; - Staff involved in the recruitment process should have received training on equality in recruitment; - Interviews are held at appropriate and accessible locations and times; - Application material includes an equality monitoring form and other relevant equality information; - Recruitment and selection policy.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
			Communicating the action plan Your action plan will contain information on the communication process. This could include: website, intranet, staff meetings, members (e-) newsletters or bulletins, events and stakeholder meetings, and staff handbook. Evidence to suggest that this communication has taken place should be compiled. It is important that equality is mainstreamed and is not just seen as a 'bolt on'. How will you ensure that this happened? • Inclusion in the business plan; • Reference made in organisational policy and documentation; • Permanent feature in newsletters; • Standing agenda item on board and operational meetings. The EQSA will need to feel confident that your organisation is embracing equality.
	Outcomes resulting from identifying training requirements and evidence that this is incorporated into the business plan/equality action plan.	• Delivery of identified equality training; • Wider training within the organisation takes into consideration equality issues e.g: - Recruitment and selection; - Staff inductions; - Coaching courses.	Identifying training requirements This can be done as specific equality training needs analysis, or equality can be included into your organisation training needs analysis process (TNA). Additional guidance can be accessed through the Equality in Sport website: www.equalityinsport.org In order to mainstream this work equality should be integrated into existing corporate training such as: staff inductions, recruitment and selection training, coaching courses etc. Identify what you intend to do as an action in your 'equality action plan'; once you have achieved this you can report progress through the action plan. It is recommended good practice that training should be delivered within 6 months after you have submitted for Preliminary level.
			You may be required to provide the EQSA or DSL with: • Information that is normally included in a job pack, your mailing list, recruitment criteria, an outline of your recruitment training programme, equality monitoring as part of the application process. • Any work that is done in relation to reviewing all recruitment procedures should be identified in your action planning process and progress can then be reported through this.

2.6 Intermediate level

Outcome	Minimum requirement	Evidence for DSL Assessment	
1 Your organisation can demonstrate that it is implementing and reviewing the equality action plan and has collected updated profile data.	1.1 The organisation can demonstrate that it has made progress in the implementation of the equality action plan; - The organisation continues to review the action plan to reflect current requirements; - An updated complete equality profile of the board, staff (paid and unpaid), coaches, officials and members/participants to be conducted against all categories relevant to the legislation of the home country.	- Current progress report against outcomes including evidence that timescales in plan have been met and rationale where they have not. - An up-to-date equality action plan; - Audit data for staff, board members, coaches, officials and members/participants; - Data showing comparisons of current audit data with those gathered at Foundation and Preliminary levels; - Annual board report detailing progress.	
	1.2 The organisation can demonstrate that it has implemented a training programme based on identified training requirements; The organisation continues to review training needs to reflect current requirements.	- The training programme is embedded within the equality action plan; - The organisation has set aside resources for the training programme; - All training information including presentation/session notes; - Attendance list; - The training plan is maintained and up-to-date.	
	1.3 As part of your action plan, identify actions which work towards increasing the diversity of your staff (paid and unpaid) and board.	Written plan of how to work towards achieving diversity of your staff (paid and unpaid) and board. Evidence that the actions have been implemented.	
2 Your organisations policies and procedures consider the impact on people who share protected characteristics.	2.1 Carry out an equality screening of relevant policies and practices and/or full impact assessments.	- Completed screening and/or full impact assessments for prioritised human resource policies and one key area of service delivery; - Rationale for the screening process; - Information regarding involvement of internal and external stakeholders; - Update of equality action plan to include longer term objectives to conduct screening and/or full impact assessment(s); - Evidence of embedding equality screening within policy development and review processes; - Results of the screening have been communicated e.g. website update, newsletter, emails, posters, letters.	
3 Your organisation is working towards increasing the diversity of people participating/using its services (members/participants).	3.1 Develop and implement positive action schemes to increase diversity.	Positive action schemes with evidence of: - Justification that proposed positive action is a proportionate means of achieving a legitimate aim; - Specification, aims and details of programme; - Monitoring and review papers or project evaluations; - Correspondence or publicity materials for pilot programmes.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
	- Current progress report against outcomes including evidence that timescales in plan have been met and rationale where they have not; - Data showing comparisons of current audit data with those gathered at Foundation and Preliminary levels.	- The equality action plan is reviewed in line with the business plan of the organisation; - Positively promote the organisations commitment to the equality action plan and achievements in equality.	An up to date equality action plan detailing: - Progress; - Identification that timescales have been met and explanations where they have not; - Rationale and direction in terms of how the organisation will move forward; - Review of recent data against those gathered at Foundation and Preliminary level; - Key successes outlined; - Key priorities to address. Clearly defined action for the future with timescales and responsibilities. Examples of action plans can be found on the Equality in Sport website: www.equalityinsport.org
		Individual training needs are reviewed in line with their personal development reviews.	An up to date training plan for the organisation detailing equality training, or equality training outlined within the action plan or business plan. The plan should be current and should detail training that has taken place, training that is due to take place and priority areas for training in the future. Examples of training plans can be found on the Equality in Sport website: www.equalityinsport.org
	Written plan of how to work towards achieving diversity of your staff (paid and unpaid) and the board. Evidence that the actions have been implemented.	Plan considers all decision-making structures	Produce a written plan detailing how the organisation will work to achieve diversity of staff and board. The plan should clearly detail what mechanism will be put in place, timescales and lead. This plan can be integrated into the equality action plan or other strategic planning such as the business plan.
	Completed screening and/or full impact assessments for prioritised human resource policies and one key area of service delivery.		An organisational/screening log is made available on the organisations website. Summary of equality screenings are made available on the organisation website. A date and review date for screening and/or full impact assessment of policies should be set. The review date needs to be no less than 1 year and not more than 3 years to take account of legislative obligations or regulatory changes.
			Positive action schemes should be included within the equality action plan and progress reporting. It would be useful to detail the following information; business case, aims, monitoring, and evaluation of the positive action scheme as part of the appendices. Examples of positive action: - Sports development initiatives; - Partnership links with schools, local authorities, community groups; - Social inclusion partnership projects; - Club development programmes. For examples and good practice, please see the Equality in Sport website: www.equalityinsport.org

2.7 Advanced level

Outcome	Minimum requirement	Evidence for DSL Assessment	
1 Your organisation has made significant progress towards diversity within board, staff (paid and unpaid), coaches, officials, members or participants.	1.1 Gather profile information that demonstrates the diversity of boards, staff (paid and unpaid), coaches, officials, members and participants; - Report against identified benchmarks at Intermediate level and define additional actions; - Actively seek representation on internal committees through positive action; - Self evaluate effectiveness of programmes or other actions with a view to continuous improvement.	- Reports to committees, management teams, and board which highlight the organisation's profile and how this has changed over time; - Audit report to reflect equality strands in line with home country legislation; - Evidence of review, monitoring and evaluation of equality objectives by senior managers/volunteers; - Evidence of steps taken to address shortfall to ensure representative; - Evidence of self evaluation and learning points.	
2 Equality is mainstreamed through the organisation's functions, policies and procedures.	2.1 Ensure functions, key policies and procedures in all areas of activity that include a visible equality dimension are screened and/or undergo full impact assessment.	Database which shows results of all completed screening and/or full impact assessment of functions, key policies and operations.	
	2.2 Evidence of a link between equality outcomes, action plans, corporate and service plans, and the corporate performance management system.	Demonstration could include equality mainstreaming within performance review processes, competencies, role accountabilities and continuous professional development.	
	2.3 Evidence of link between equality and key HR processes.	Demonstration could include screening and/or full impact assessment of all HR policies, induction pack, and recruitment policies.	
	2.4 Named staff and board members are identified as responsible for equality in their area of operation.	Equality priorities highlighted in staff and board members' individual objectives, job descriptions and departmental plans.	
	2.5 Establish further development targets for clubs and key competitions to reflect the diversity of your sport or the need to address under representation.	Rationale and evidence base for target setting. Targets with timescales integrated into development plans. Evaluate and report on success of achieving targets. Other evidence might include: - Equal prize money (where relevant); - Equal access to facilities and events; - Events that pay due regard to religious days or requirements; - Club accreditation schemes which highlight the value of equality focused operations and programmes.	
3 Your organisation is developing further initiatives to address each protected characteristic.	3.1 A rationale for your organisation's priorities in terms of specific initiatives for particular characteristics; - An analysis of potential differential needs for each protected characteristic; - Development of a plan which outlines initiatives to address the differential needs of each protected characteristic (where there is evidence that there is such a need).	A report or paper which: - Provides an analysis of differential needs for each protected characteristic (relative to your organisations work/focus); - Outlines ideas for development which would address these differential needs.	

	Evidence for EQSA Assessment	Best practice	Additional guidance
	Reports which highlight the organisation's profile.	• Service programme; • Makeup of the equality and diversity committee (or similar group); • External advisory group; • Management or board discussion and any decisions or action decided.	Monitoring data should be able to demonstrate significant progress within diversity of board and staff since beginning the Equality Standard process. The audit report should include an explanation of how your board reflects diversity and the difference that diversity has brought to the organisation. Your current audit data should reflect all of the required legislative strands and should be made public via your website. There should be sufficient evidence to suggest that equality is imbedded within the organisation through individual work programmes and departmental planning. There should be evidence that management and board take responsibility for ensuring commitment to equality.
	Database which shows results of all completed screening and/or full impact assessment of functions, key policies and operations.	Ensure that there is a clear, easy to follow and visible screening and/or full impact assessment process, supported with appropriate templates to record results and actions.	The EQSA will need to be satisfied that screening and/or full impact assessment is fully integrated into the organisation's policy development process and is being carried out by a significant number of staff. A screening template is available on the website: www.equalityinsport.org
		Equality action plan is fully integrated into the organisations business planning, reporting, and performance management.	Equality action planning should be fully integrated into the organisations business planning, including screening and impact assessment. Equality action planning should not be undertaken in isolation. The organisational planning, monitoring and progress should now have equality embedded within it.
			Evidence of departmental planning is required; it should be clear that there is a clear understanding of roles at departmental level.
	Rationale and evidence base for target setting. Targets with timescales integrated into development plans. Evaluate and report on success of achieving targets.		

3. Assessment criteria

When the evidence is being self-assessed by the applicant organisation, assessed by the DSL or independently evaluated by the EQSA, it should be measured against, and must satisfy, the following criteria to achieve the level of the Standard:

i) Relevant

- Is the evidence directly relevant, is it current (still up-to-date) and does it cover all protected characteristics;
- Any research that is less than three years old and other evidence that is less than one year old will be considered good practice. Evidence that does not fall within this timescale will be judged on its merits.

ii) Robust

- Does the evidence show that the activities described actually and consistently happen in practice throughout the organisation or as appropriate to the organisation, community and political climate?

iii) Scope

- Does the evidence cover all areas of activity within the scope of the outcome?

iv) Sufficient

- Is the evidence sufficient in breadth and depth to achieve the outcome?

4. Assessment forms

The assessment forms are available as word documents from your sports council. Each form is similar, with only the relevant outcomes, requirements and evidence being different. The form has colour coded headings to show who should be completing that section:

- Applicant organisation – in red
- Sports council – in purple
- Designated support lead (DSL) – in blue
- Equality standard assessor (EQSA) – in green

Below is guidance as to how to complete each section of a form.

4.1

Contact details (part A)

These are to be provided by the applicant organisation, relevant sports council, DSL and EQSA.

organisation as a whole and of the relevant equality areas. Please try to ensure that all answers give sufficient detail, but are concise.

4.2

Background information (part B)

These should be answered by the organisation to provide an overview for the DSL and EQSA, so that they have a general understanding of the

If the information requested is not available in the way it is anticipated then the organisation should give some detail to explain this. For example, the form asks for the number of members in the applicant organisation. This is useful for the DSL and EQSA to get a rough idea of the size of

the organisation. However, if it is a UK body with just home country representation as members, then simply answering “four” to the question will not help greatly and some explanatory text should be provided.

The last request asks for present equality initiatives within the organisation, which is fairly straight forward, but also for equality initiatives in the sport as a whole that are relevant to the applicant. This may include, for example, partnerships that the applicant organisation has formed, committees that they are part of, or research that they are involved with, but that is being carried out by another agency.

4.3

Application assessment (part C)

The first part of this section of the form, “assessment of evidence”, shows the requirements and evidence for each outcome and provides space for an assessment of the evidence from the organisation, DSL and EQSA. The organisation will insert a summary of the evidence available as part of their self assessment and the EQSA will use this space to show the detail of the findings of their evaluation, including how the submitted evidence

meets the specified assessment criteria. It is optional for the DSL to include comments, but, for example, they would be likely to state a view on the merits of the evidence available if it is different to that specified within the requirements list.

The “good practice” information is not repeated as part of the form, but if any of this has been adopted, then it would be helpful to the EQSA if this is stated by the applicant organisation as part of their self assessment or the DSL.

The second part of this section of the form, “overall assessment of application”, provides space for the applicant organisation, DSL and EQSA to list key strengths, areas for development, an overall summary of the evidence submitted and for the EQSA to record their decision about the application. Again, it is optional for the DSL to add any information to this section.

Areas for development are also optional for the applicant organisation and EQSA. These are areas that, if addressed, would be likely to make the applicant organisation more equitable, but they do not prevent them from achieving this level of the Standard.

4.4

Examples of good practice (part D)

One way to ensure the Standard continues to provide maximum benefit to all on an ongoing basis is to develop examples of good practice and then share these with other organisations. This section provides the opportunity for the DSL or EQSA, to list any evidence from this application that they regard as good practice worth sharing with others.

4.5

Updating the Equality Standard (part E)

To ensure the Standard remains effective, it may need to be periodically updated. This part of the form allows the applicant organisation, DSL and EQSA to add any views they have about improvements that could be made, based on their experience of working on this application.

4.6

Signatories (part F)

This simply requires a name and date for the applicant organisation, DSL, EQSA and supporting sports council when they have completed their work on this application. This information should be provided electronically. It is not expected that forms will be physically signed.

5. Further Information

Readers of this document should also read the other guidance documents that are relevant to their involvement with the Standard.

The latest information regarding the Standard, including the most up-to-date version of this document, can always be found on the Equality in Sport website www.equalityinsport.org.

Notes

