



## **Being An Inclusive Club**

We're committed to creating a place where all our members feel comfortable being themselves and where everyone is treated with fairness, dignity and respect. It's important that you feel safe and confident to be yourself at work and develop your skills and talent as part of a diverse and inclusive team.

This includes members whose gender identity differs from the gender and/or sex they were assigned at birth, and also those who identify as non-binary or gender-fluid, including those who may be transitioning.

## **About Trans players**

We use the term 'trans' throughout this policy as it is one of the broadest and most widely accepted words in current use, however we respect everyone's right to choose how they are described. Other terms you may recognise include but are not limited to non-binary, gender-fluid, man with a trans history, woman with a trans history, man or woman. Some people who transition will regard themselves simply as men or women and no longer consider themselves trans.

## **Supporting Trans players**

We respect that it is entirely your choice whether you discuss your gender identity with your manager and/or colleagues. We commit to supporting you whether you decide to disclose that you are trans or not.

## **Confidentiality**

We understand that there may be challenges or obstacles in telling people that you are trans (or are planning to transition or that you're already in the process of transitioning). We encourage you to talk to your D&I/safeguarding rep as early as you can so that they can support you. They'll listen to any concerns you might have and help you handle the situation in a supportive and sensitive way. And, importantly, they'll never disclose this to anyone without your consent. We recognise that 'outing' a person as trans can make their life unsafe and we take breaches of confidentiality seriously. A person's trans status or history is no-one else's to share without the person's explicit consent and we will never assume that a person is happy to share the information they are trans or a person of trans history. In particular we will not assume that if they have shared in some situations or places, they have shared (or are happy to share) in others. We will not assume that a person will share just because they are a member of our LGBTQ+ network.

Of course, this confidentiality extends to your PRF (personnel records file) and electronic system details in line with your legal protection rights.

## **What Facilities Should I Use?**

We aim for the club to have gender neutral facilities wherever this is possible. If the toilets where you play or visit are gender specific, you should feel able to use the ones appropriate to the gender you identify with. We understand that if you are non-binary or gender-fluid you may wish to use a mix of both facilities in a day or on different days. We assume that players use the facilities as they are meant to be used. Any inappropriate behaviour, regardless of gender, is taken seriously; this is to ensure that all employees are safe and comfortable in the workplace.



## **What If I Feel I Am Being Bullied or Harassed ?**

We simply will not accept transphobic harassment, bullying or discrimination from players or visitors. We take very seriously our responsibility to ensure trans people are free from discrimination and harassment. If you have any concerns at all then please discuss these with your D&I/safeguarding lead in the first instance, who will deal with these concerns immediately and in the appropriate manner.

## **I Am in The Process of Transitioning or Am Considering Transitioning – How Will I Be Supported at the club?**

We understand that there may be difficulties in telling people that you're planning to transition or that you're already in the process of transitioning. We encourage you to talk to your D&I/safeguarding lead as early as you can so that they can support you. They'll listen to any concerns you might have and help you handle the situation in a supportive and sensitive way. And, importantly, they'll never disclose this to anyone unless you say so.

Additional support can also be provided by the LGBTQ+ network within Hampshire RFU, which is a facebook group, and we would encourage you to contact them and make use of their support and expertise

## **What is the Transitioning Process?**

We understand that gender transitioning is a process rather than a single event and so we'll support you in making your transition as smooth as possible throughout. This can refer to social, medical and/or legal changes. For example, social changes may involve change in name, pronouns, or presentation. Medical changes can involve hormone therapy treatment or surgeries. Legal changes can involve deed polls or a Gender Recognition Certificate.

We understand that different people navigate individual paths and that there is no one way to transition, and that the pace of transition will vary from person to person.

## **Talking to Your club**

If you decide to tell your club that you plan to transition, they'll arrange a meeting (or meetings) to have a more detailed discussion. During this discussion you'll agree a process for handling your transition, who your main point of contact will be, develop an action plan, and agree any communication with other players and third parties. If you would feel more comfortable having this discussion with somebody else, just say so.

## **Developing an Action Plan**

During the meeting(s) you'll agree an action plan, detailing all the steps that need to be taken leading up to and during any steps in transition - t. The action plan can include:

- Anticipated point in time of change of name, personal details and other aspects of your social transition
- When and how other players should be informed – you will decide who performs this task
- Agreeing at which point you'll start using single sex facilities and dress corresponding to your gender identity (if appropriate)



- Expected timescales of any such medical and/or surgical procedures
- Any impact on your role and adjustments that could reasonably be made, either of a temporary or permanent nature
- Amendments to records and systems including pension and insurance details.

Rest assured, any notes or information discussed will be kept strictly confidential as per the legal standards set in the GRA Gender Recognition Act and GDPR General Data Protection Regulation.

It's advisable to meet with your club regularly to discuss your action plan and how things are progressing. Your manager will agree a date with you for a follow up meeting and arrange regular catch-ups throughout.

### **What About When I'm Ready to Tell Other People?**

We know that you might not want to tell anyone other than your D&I lead straightaway. But when you're developing your action plan with your club, you can talk to them about what'll happen further down the line (and it's ok if you don't know the details yet): This'll include how you wish to be referred to, both in terms of name and pronouns (he/she/they), and when you'll tell colleagues, managers, external contacts/suppliers. You'll also discuss how, when, and what you'd like them to know. If you would rather that your manager takes responsibility for telling people, that's fine. Names of people you want to be told should be recorded on the Action Plan & Disclosure Consent Form.

### **How Do I Change My Personal Data, Including Name, Title and Gender?**

The following sections tell you more about changing any of your records within the club

#### **I Have a Statutory Declaration or Deed Poll**

If you live full time in your acquired gender and have a deed poll or statutory declaration from a solicitor showing your change of name, we can update your name or remove or change your title from our records. You just need to provide the original version of either document to your club, who will take a copy for your file.

Whilst a statutory declaration or deed poll is enough for us to change your name/title on our records, this won't give any legal recognition to your acquired gender. To change this, we will need a birth certificate showing your new gender.

#### **I Have a Gender Recognition Certificate**

You'll never be asked if you have a Gender Recognition Certificate as this is strictly confidential information that doesn't need to be discussed as part of your gender reassignment. If you change your legal gender we'll update all the personal data we have about you and make sure that it is kept strictly confidential, once you have provided a birth certificate showing your new gender. This will be copied and held on file,

### **What Will Happen to My Previous Records?**

During the transition process all records held about you for example, email or any relevant organisation chart, will be updated to reflect your new name, pronouns and gender marker to prevent breach of confidentiality.



All documents pertaining to your previous name or gender which we are required to keep in accordance with the Document Retention Policy will be stored securely to restrict access.

## **Gendered Intelligence**

Gendered Intelligence (GI) is a trans-led charity working across the UK. Their mission is to increase understandings of gender diversity. Their vision is of a world where people are no longer constrained by narrow perceptions and expectations of gender, and where diverse gender expressions are visible and valued.

They offer a range of services, including providing professional development sessions, trans awareness training and policy development consultation for statutory and other professionals, agencies and businesses

<http://genderedintelligence.co.uk/>

07956 996 873

[training@genderedintelligence.co.uk](mailto:training@genderedintelligence.co.uk)

The Gender Identity Research & Education Society (GIRES)

The GIRES is a UK wide charity, providing support to people with gender identity issues. They maintain a directory of local and national support groups which can be accessed on their website at GIRES. You can contact them on 01372 801554 or by email [info@gires.org.uk](mailto:info@gires.org.uk).

Transgender Equality Network Ireland (TENI)

In the Republic of Ireland, you can access support through the TENI by calling 01 873 3575 or emailing [office@teni.ie](mailto:office@teni.ie). Please refer to their website at TENI.

## **Queries**

If you're a colleague and you have any queries regarding this policy, you should speak to your D&I/Safeguarding

## **Appendix: Definitions**

Terms and language relating to gender identity and transgender issues are evolving rapidly and many terms may mean different things to different people. The definitions given here are common, but not universal understandings of these terms and are subject to change over time.

**Gender Identity**

A person's internal, deeply held sense of their gender. Everyone has a gender identity including cisgender people

**Gender Expression**

How a person expresses their gender identity, typically through their appearance, dress, and behaviour.



### Assigned at Birth

This relates to the sex/gender determined on inspection of an infant's genitalia at birth. None of us have a say in that assignment, and trans people in particular may not agree with it and never have regarded it as true.

### Acquired Gender

This term is used by the Gender Recognition Act to refer to a person's gender once they have legally changed it using the Act. It's typically not a preferred term outside legal contexts.

### Cis-gender

Applies to someone who gender matches their assigned sex at birth.

### Trans

Applies to anyone who feels that the sex and/or gender they were assigned at birth does not match or sit easily with their own sense of self.

### Transition

This is the process where someone takes steps to move from their assigned sex/gender at birth to living in accordance with their gender identity. This can refer to social, medical and/or legal changes.

### Non-binary

A wide range of people may use this term to describe themselves, including people who regard themselves as neither male nor female, or both male and female, or outside/beyond the gender binary, as having no gender, or as having another experience of gender that differs from the conventional 'binary' options of man/woman.

### Gender-fluid

This applies to a person whose gender identity changes over time. People who do not have a fixed sense of gender may use this term

### Pronouns

These are words we use to refer to a person in conversation for example he/his, she/her or gender-neutral terms they/their.

### Gender Recognition Certificate (GRC)

A certificate issued under the Gender Recognition Act which enables trans people to be legally recognised in their acquired gender.



## Misgendering

Referring to a trans person using a word, especially a pronoun or a form of address, that does not correctly reflect the gender with which they identify.

## Real life experience (RLE)

Sometimes called the Real-Life Test (RLT) and used in medical assessments, this is a period of time in which trans individuals live full-time in their preferred gender role. The purpose of the RLE is to confirm that the person can function in their preferred gender successfully in society, as well as to confirm that they are sure they want to live in their preferred gender for the rest of their life. A documented RLE is a requirement of some doctors before prescribing hormone replacement therapy, and a requirement of most surgeons before performing gender reassignment surgery.