

## Data Collection

**This factsheet has been produced by Sporting Equals to assist National Governing Bodies of sport and sports organisations to undertake monitoring and audits as part of their general equality work.**

All governing bodies and sports organisations need to know the demographic profile of people involved in their sport or organisation – as a member, an employee, a coach, volunteer etc. If that profile is known then targeted work can be planned where under-representation has been identified. Also, the impact of work being done or planned can be assessed by doing another audit at a predetermined date in the future and comparing the two audits. This will help demonstrate your commitment towards the outputs in the Equality Standard as well as meeting the general duty of promoting equality of opportunity and good race relations.

Standardising racial and ethnic categories provides a useful starting point for data collection and monitoring. In order to ensure a consistent framework across the sector, Sporting Equals have produced the attached core monitoring form, the ethnicity and religious questions are based on the 2011 Census categories to ensure consistency at a national level.

We recommend governing bodies use this standard form of template to collect data on:

- Staffing
- Recruitment
- Participants and Members
- Coaches
- Volunteers - including Board Members

The form has been made anonymous and a disclaimer provided on the form to make people aware that the information will be used for monitoring purposes only and information may be passed to other agencies.

In light of data collection and monitoring, governing bodies should consider the following:-

- Make people aware that the information is anonymous and will be treated in the strictest confidence.
- Explain why you are asking for the information. Say you are gathering it to allow you to set a benchmark against which you are devising equality policies and action plans. Explain you are hoping to achieve the levels of attainment in the Equality Standard and the information provided will help you achieve this.
- Ensure the relevant staffing points within your infrastructure are supporting this process – make it their responsibility to ensure forms are completed and returned.
- Ensure you distribute the survey at an appropriate time, e.g; at the point of recruitment, induction of new staff etc.
- Make it easy to respond; ensure staff are aware of the mechanisms available to support people who have a disability, learning or language difficulty to help complete the form.
- Get the HR department or one person in the organisation to take responsibility for the central collection of this data. Ensure the infrastructure staff supporting this process field the forms to this central collection point.
- Work with Sporting Equals to help analyse and evaluate the data collected.

In accordance with the Single Equality Bill you are also required to collect data on the other equality strands; age, gender, disability and sexual orientation.

STAFF

RECRUITMENT

PARTICIPANT

COACH

VOLUNTEER

(Inc. Board Members)

### Gender:

Male  Female

### Disability:

Do you consider yourself to have a disability as defined by the Disability Discrimination Act 1995? e.g. a physical and/or mental impairment, which has a substantial and long-term adverse effect on your ability to undertake day to day activities.

Yes  No

### Sexual orientation:

Gay man  Lesbian  Bi-sexual  Heterosexual  Rather not say

### What is your ethnic group:

**{Ethnic and Religious backgrounds as defined by the 2011 Census}**

#### White

- English/Welsh/Scottish/Northern Irish/British  
 Irish  
 Gypsy or Irish Traveller

Any other white background (please state)

#### Mixed/multiple ethnic groups

- White and Black Caribbean  
 White and Black African  
 White and Asian

Any other Mixed/multiple ethnic background (please state)

#### Asian/Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Chinese

Any other Asian background (please state)

#### Black/African/Caribbean/Black British

- African  
 Caribbean

Any other Black/African/Caribbean background (please state)

#### Other Ethnic Group

- Arab

Any other ethnic group (please state)

### What is your Religion?

- No Religion  
 Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  
 Buddhist  
 Hindu

- Jewish  
 Muslim  
 Sikh

Any other religion (please state)