

Level 1 Coaching – Task 1: Roles and responsibilities of the coaching assistant



Welcome

About the course

Welcome to this British Horseracing Authority eLearning course. This is part of a series of eLearning courses designed for those wishing to take the Level 1 Coaching Qualification in Racing. It is about the roles and responsibilities of the Coaching Assistant.

Who is this for?

This course is for a Level 1 Coaching Assistant.

How long will this course take?

The course is **self-paced** and takes up to 60 minutes.

Who wrote the course

This course has been developed by the British Horseracing Authority.

Learning outcomes

About this course

By studying this course you will gain a knowledge and understanding of the importance of the roles and responsibilities of a Coaching Assistant (Level 1) including:

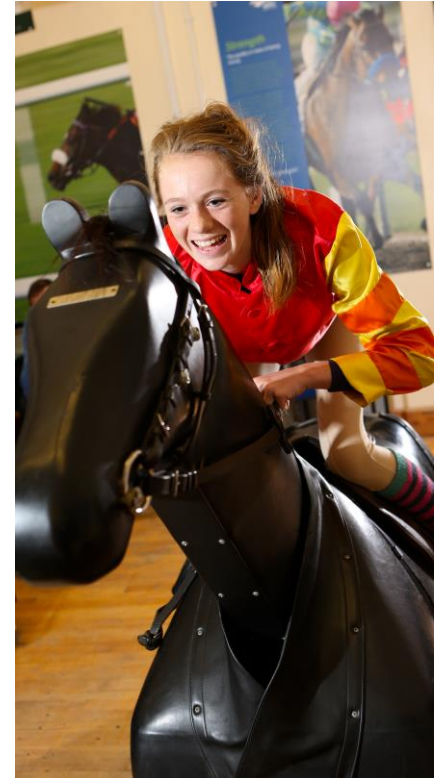
- Role of the Coaching Assistant
- Responsibilities of the Coaching Assistant
- Data protection in relation to coaching activities
- Continuous professional development for Coaching Assistants



Role of the Coaching Assistant

The Coaching Assistant enhances the coaching environment by:

- providing support to more qualified coaches in the delivery of activities including:
 - leading a group
 - leading a specific activity
 - supporting the coach by observing and correcting
 - developing the technique of riders during session delivery
- providing additional coaching support to riders to create a positive learning environment
- providing feedback to riders
- providing feedback to the coach when reviewing the outcomes of the session
- acting as a role model
- building relationships and links between riders and senior staff members/employers
- maintaining confidentiality of riders under General Data Protection Regulations (GDPR)
- undertaking Continual Professional Development (CPD)



Role of the Coaching Assistant (cont.)

Ambassadorial Responsibilities

The Coaching Assistant is an ambassador for equestrian coaching within Racing. They should demonstrate the behaviours they expect of others. When in a position of authority and responsibility, it is crucial to lead by example in order to create a coaching environment built on trust and respect.



Role of the Coaching Assistant (cont.)

Building Relationships

It is important to build relationships and rapport with others involved in the session including:

Riders: For the riders to engage in a coaching programme long term, it is essential they build a rapport with the coaching staff. This leads to increased motivation from the riders and a higher level of commitment to training and a higher work output. Good rapport leads to good retention

Senior Coaches: The Coaching Assistant is there to support the more qualified Senior Coach(es) within the coaching environment. For the Senior Coach(es) to feel confident in delegating tasks to the Coaching Assistant, they need to know they can trust them and rely on them in times of pressure. A positive relationship with Senior Coaches will encourage them providing more help and support as you develop your coaching role.

Employers: The Coaching Assistant will often support the employer in developing his workforce and mutual recognition and trust will enable those being coached to progress more effectively, with consistent advice and guidance.

Responsibilities of the Coaching Assistant

The Coaching Assistant will take responsibility for a range of coaching tasks, whilst other responsibilities remain with the Senior Coach. All coaches must understand their responsibilities in relation to:

- Health and safety
- Safeguarding
- Data protection
- Equality and diversity
- Emergency procedures
- Reporting to a responsible person



Responsibilities of the Coaching Assistant (cont.)

Health and Safety

Safety of horses and riders is an integral part of daily routine within the racing industry. Accidents and incidents will undoubtedly occur in a high-risk sport, such as racing. This serves to highlight the importance of safety procedures, and the need to adhere to such procedures at all times in order to prevent future problems.

Those in a senior position, including employers, coaches and yard managers have a “duty of care” for junior employees. When a “duty of care” is breached, an action of negligence may be brought resulting in possible litigation and court proceedings.

The Health and Safety at Work Act 1974 requires organisations to do all that is reasonably practicable to ensure the health and safety of employees (coaches, grooms, riders etc.) and non-employees such as owners and sponsors who enter the premises. There should not be an over-reaction to the need for safety, just a respect for safety procedures.



Responsibilities of the Coaching Assistant (cont.)

Safeguarding

The welfare of children, young people and vulnerable adults is the responsibility of all participants within the coaching environment. A coach is in a unique position of trust, often working in a one-to-one situation; with riders who consider their coach as a confidante. All coaches should attain and maintain the racing industry safeguarding qualification.

For more information link this link:

<https://racing2learn.com/course/view.php?id=27>



AN INTRODUCTION TO SAFEGUARDING IN THE HORSERACING INDUSTRY

Workbook and Accredited Learning Programme



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Responsibilities of the Coaching Assistant (cont.)

Equality and Diversity

All Coaches are required to adhere to the British Horseracing Authority's (BHA's) Equality and Diversity Policy. The BHA is committed to providing equal opportunities to all employees and contractors regardless of age, race, religion or belief, nationality, ethnic or national origin, physical or mental disability, sex, sexuality, or marital status.

It is the policy of BHA to establish and maintain a working environment, terms and conditions of service, and employment practices which will ensure that no individual receives less favourable treatment on the ground set out in this policy.

BHA's Diversity and Inclusion Action Plan can be found at:

<https://www.britishhorseracing.com/wp-content/uploads/2018/07/Diversity-and-Inclusion-Action-Plan.pdf>



Responsibilities of the Coaching Assistant (cont.)

A Coaching Assistant may be required to undertake the following activities within their role:

- Conduct a risk assessment
- Conduct a pre-session health and safety check
- Set out equipment for a coaching session
- Induct new riders to a coaching session
- Assist riders in setting their goals
- Write a coaching session plan
- Conduct a coaching session with support of senior coaches where appropriate
- Support the development of correct riding techniques of those being coached
- Contribute to the evaluation of a coaching session
- Develop a personal development plan

Data Protection

Data Protection

As a Coaching Assistant you will be exposed to personal information about riders including names, addresses, medical history and possibly disclosures of abuse. You should ensure all written information is stored securely in a locked cabinet with access limited. Electronic files will require an access password.

Be discreet when collecting information and do not disclose personal details about riders to any third party. Data that is no longer required or relevant should be deleted, in line with an individual's 'right to be forgotten'.



Data Protection (cont.)

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.



Data Protection (cont.)

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.



Continuous Professional Development

Continuing Professional Development is crucial to the success of a coach and their ability to progress up the coaching ladder. You should identify CPD targets, including dates for achievement, and be able to explain how each CPD activity will benefit your coaching practice. Examples include:

- *Complete an Emergency First Aid at Work qualification: To be able to provide quicker first aid to riders in the event of injury/illness*
- *Improve coaching methods to appeal to a wider range of learning styles: Ensures sessions are more engaging to a wider audience*
- *Attend workshops and seminars across a wide range of equestrian disciplines: Expand existing coaching knowledge and take ideas of best practice from other disciplines to implement into my own coaching practice*
- *Shadow a Senior Coach: Develop own coaching practice and techniques*



Learning Activity 4

You will be asked to complete the following task: Continuing Professional Development (CPD) is critical to the success of a coach and in order to progress up the coaching ladder. Using the template below, create a realistic CPD Plan for your own coaching development. You should review and update this plan regularly to monitor and log any progress you have made and to add/amend/remove targets as circumstances change. Targets may be formal (qualifications/training based) or informal (changes you want to introduce into your coaching practice). Your CPD plan should be agreed with a senior coach or your mentor.

CPD Target and Date	Benefits to Coaching Practice	Achieved by