

FACT SHEET

Level 2 Coaching – Task 1: Roles and Responsibilities of the Coach



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 2 Rider Coaching Qualification in Racing. It is about the roles and responsibilities of the Racing Coach.

Who is this for?

This course is for a Level 2 Racing Coach. Should this

How long will this course take?

The course is **self-paced** and takes up to 30 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 Racing Coach including:

- Role of the Coach
- Responsibilities of the Coach
- Data protection in relation to coaching activities
- Continuous professional development for the Coach
- Planning and delivering linked and progressive coaching sessions

Role of the Racing Coaching

Building on from their experiences as an Assistant Coach, a Racing Coach will take on additional roles and responsibilities. These include the:

- Provision of a safe and effective coaching environment
- Development of coaching session plans in line with group and individual needs
- Development of linked and progressive coaching sessions over time in line with group and individual needs
- Leading the delivery of coaching sessions
- Developing the skills and abilities of the participants within sessions
- Review and evaluation of each coaching session
- Review and evaluation of a series of linked and progressive coaching sessions



The Coach as a Role Model

The Racing Coach is an ambassador for their sport. 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.



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.
- **Assistant Coaches**
The Level 2 Racing Coach will provide advice, guidance and leadership to Assistant Coaches. They can offer an opportunity to shadow and observe coaching sessions and feedback on practice coaching.
- **Employers:** The Racing Coach will often support the employer in developing their workforce and mutual recognition and trust will enable those being coached to progress more effectively, with consistent advice and guidance.
- **The Coaching Team:** all members of the coaching team are there to support each other within the coaching environment. For the coach(es) to feel confident in delegating tasks/sessions to other members of the coaching team, they need to know they can trust them and rely on them in times of pressure. The coaching time might include nutritionists, careers advisors, fitness coaches, physios, other coaches and mentors.

Learning activity – Multiple choice

1. Which of the following is a responsibility of a Racing Coach?
 - a. Preparing linked training sessions
 - b. Advertising the benefits of training
 - c. Undertaking coaching research

Answer b

2. Which of the following is a key skill required of a Racing Coach?
 - a. The ability to build a rapport
 - b. Strong IT skills
 - c. Multi-lingual

Answer A

3. Which of the following can be considered an important ambassadorial responsibility of a Racing Coach?
 - a. Dictate yard practice
 - b. Lead by example
 - c. Have a fixed opinion

Answer B

4. Which of the following is a requirement of a Racing Coach?
 - a. To undertake regular CPD
 - b. To gain higher level qualifications
 - c. To promote the work of senior coaches

Answer A

Additional responsibilities of the Racing Coaching

The Racing Coaching must understand their responsibilities in relation to:

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



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.



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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Diversity and Inclusion

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>



Fill in the missing word

1. All coaches must understand their **responsibilities** in relation to health and safety
2. All Coaches are required to adhere to the BHA's Inclusion and **Diversity** Policy
3. All Coaches should attain and maintain the racing industry **Safeguarding** qualification
4. Employers, coaches and senior staff have a **duty of care** for junior staff
5. A Coach will be required to prepare a risk **assessment** for each coaching session
6. A Coaching Assistant may be required **induct** new riders to a coaching session

Data Protection

Data Protection

As a Racing Coach 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.

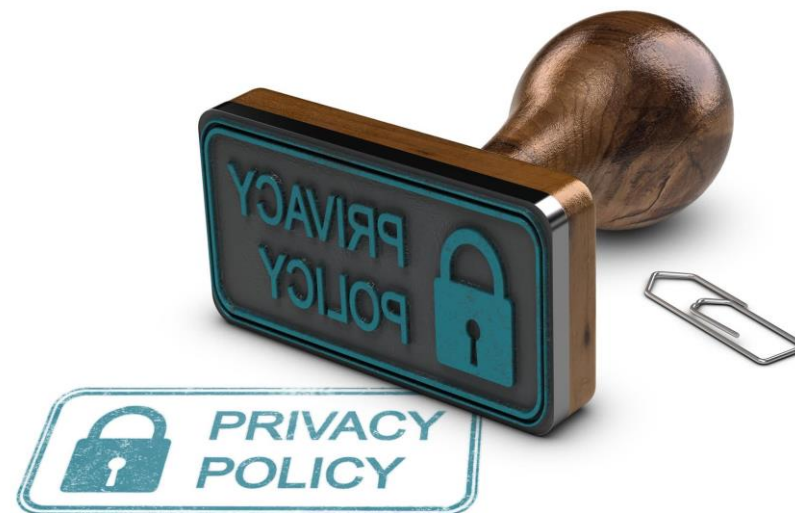


Data Protection (cont.)

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.



Learning activity – True/False

1. Personal information must be used fairly, lawfully and transparently?

True

2. Religious beliefs are not considered part of the GDPR legislation?

False

2. Separate safeguards are in place for personal data relating to criminal convictions and

True

3. GDPR stands for General Discrimination of Personal Religions?

False

4. Data that is no longer required or relevant should be deleted, in line with an individual's 'right to be forgotten'.

True

5. Personal data can be given to a third party without the consent of the person concerned?

False

6. Ethnic background is considered sensitive information?

True

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

Download the outline CPD plan here [\(add link\)](#). You should use the template to create your own personal development plan which must include at least four activities.

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

Linked and Progressive Coaching Sessions

The Racing Coach will be responsible for developing progressive sessions for their riders and will benefit the coaching environment by:

- being qualified to lead coaching sessions without the need for a more qualified coach to be present
- being able to plan, deliver and evaluate a series of linked and progressive sessions to develop the performance of teams and individuals over time
- providing motivation and feedback to participants
- developing relationships over a period of time with regular participants to enable a more bespoke coaching style to be adopted to further enhance the coaching experience



Goal setting

Goal setting is the first step to developing linked coaching sessions. The table below outlines the points to be considered when setting goals.

Goal Setting	For an individual session	The coach must set session goals to ensure each coaching session has an identified purpose and that participants will be working towards a defined outcome. This leads to a sense of achievement and increased motivation for participants per session.
	For a series of sessions	The coach must set goals that are achievable over time and that can be built on session by session. This will lead to improved performance and allow the development of individuals and teams for competition.

Session Planning

Session planning is the next step. The points below should be considered.

Session Planning	For an individual session	Plans must be written per session to ensure the coach is clear what their goal is, and how they will achieve this. Plans allow for the breakdown of timings per activity and for adaptations and progressions to be identified ensuring the coach can focus on the delivery and coaching points, rather than trying to think of what to do next. Individual session plans also allow another coach to be able to lead the session, should the normal coach become unavailable, or for other members of the coaching team to be able to more effectively support the delivery of the session.
	For a series of sessions	For a series of sessions to be effective the coach needs to identify how best to progress the skills from session to session to ensure continued development and achievement of goals. The overall plan for the series of sessions would also allow another coach to take over the delivery of some, or all, of the series should the normal coach become unavailable, or for other members of the coaching team to be able to more effectively support the delivery of the series.

Session Delivery

The delivery of sessions should include the following points.

Session Delivery	When working within a coaching team	The coach must ensure that all support staff are briefed on their role and areas where they may be expected to lead activities or when they are expected to support the safe performance of activities lead by the coach
	When working independently	The coach must ensure they have all the resources available for the session and that they are able to deliver the session safely. This may develop a need to limit participant numbers to ensure the coach is able to provide a sufficient level of correction and feedback to participants, maintaining safety as much as possible.
	Within a session	The coach should be vigilant to health and safety risks developing during sessions. Health and safety risks could result from faulty equipment, participant behaviour, changes to weather, injury/illness. The coach must respond to any health and safety risk immediately to reduce the risk and maintain the safety of participants and others involved in the session. Major risks and/or incidents must be reported to the appropriate body.

Session Review

The review of each session should include the following points.

Session Review	For an individual session	The coach is required to review the session for effectiveness, safety and areas for improvement in the future. This improvement may be for participant development or for coaching delivery. If participants were struggling with the level of difficulty, or equally the session was not sufficiently challenging, this should also be reflected as a reference point for planning future sessions
	For a series of sessions	The coach is required to review and evaluate the series of sessions for effectiveness and against the goals of the series. The review should include all the areas identified for individual sessions but considering the series holistically rather than on a session by session basis.

Learning activity – fill in the missing word

1. The Racing Coach will be responsible for developing **progressive** sessions
2. Developing relationships with regular participants will enable a more **bespoke** coaching style
3. **Goal setting** is the first step to developing linked coaching sessions
4. The coach must set goals that are **achievable** over time
5. Plans must be written for each **session** to ensure the coach is clear what their goal is
6. When working within a coaching team, the coach must ensure all support staff are **briefed**
7. The coach must ensure they have all the **resources** available for the session and that they are able to deliver the session safely
8. Health and safety risks could result from faulty equipment, participant behaviour, changes to **weather**, injury/illness.
9. The coach is required to review the session for **effectiveness**, safety and areas for improvement