

Guidance for Coaches Delivering BE80(T) training at Events:

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1. Cover letter

Dear Coach

BE80(T) Coach Guidance Pack

We are delighted that you have agreed to deliver BE80(T) training/support for Organisers of Events in 2018. We have put together this information to support Accredited Coaches/Coaches who are supporting BE80(T) competitors for us, to produce guidance on what we expect and some support in how to achieve this.

The guidance included in this pack does not contain information on how to Coach.

This pack aims to offer advice on how to use your time and organisational skills to deliver a high level of customer service, to BE80(T) competitors at the BE80(T) Events.

The priority areas identified in a recent competitor survey are the show jumping and cross country warm up, where competitors used the Coaches the most. These are the areas that should be focussed on including course walks.

Where there is more than one Coach employed by the Organiser (more than one section running), they should work together to formulate a plan to cover the key areas above.

If you have any questions about the content of this pack or wish to discuss anything please contact your Regional Development Officer (RDO) or myself.

I wish you a great Coaching year!

Best wishes

Sean

Sean Maxwell BHSI
Training & Education Manager

2. Guidance Notes on Expectations of delivery

These notes have been created as a guide to help you, to know exactly what is expected when you are delivering training/support at BE80(T) Events on behalf of British Eventing/Event Organisers.

If you have any specific questions, please contact your Regional Development Officer (RDO).

Before the day, make sure you;

- Know your section start and finish times – so you can plan the day and to make the best use of the time available.
- If there are other Coaches at the same Event arrange to contact them to coordinate your plans for the day e.g. Course walks
- Have agreed Cross Country and Show jumping Course walk times and that these are published on the Event website **well in advance** (Ideally more than one course walk each)
- Confirm you can collect the sponsors bib/number bib, so you are easily identifiable.
- Arrange to collect a competitor list with start times to help identify your riders, and be able to approach them using their name.

When you arrive on the day

- Ensure you are well presented to Coach.
- Make sure you have an address, postcode and directions if needed.
- Make sure you have a contact name or number of the Event in case there is a problem that requires immediate attention when you get there.
- Make sure you arrive in good time to familiarise yourself with the layout of the Event.
- Satisfy yourself that the facilities and equipment that you will be using are safe and pose no risk to the competitors or yourself. Safety must be the first priority in the decision on how competitors are supported at the Event. If there are any problems the BE Steward and TA are always in attendance, so they are the first point of contact. If there are any areas that you are not happy with inform the BE Steward or TA for them to organise any remedial action. If there any problems with the Event, please do tell the relevant RC.

During the day

- Do not engage in any 'other work' whilst your section is running.
- Greet each competitor, please make sure you are as friendly as possible and remember to introduce yourself.
- In case there is an incident during the session, you must make sure you know the correct procedure in advance.
- In the event of an incident (e.g. someone falls off, or is kicked) this must be reported to the Phase Steward/TA so the Event Accident report form can be completed,
- In the event of a serious incident, for example if a rider or spectator is injured and needs to go to hospital, the Coach must follow the Events accident protocols as above.

3. Cancellation Policy

British Eventing's Abandonment Policy is in place should the Event need to be cancelled due to adverse weather.

You, the Coach, will need to agree with the Organiser your own and their cancellation policy should the Event be cancelled.

4. FAQ'S

1. Who is employing me as a Coach?

You will enter into an agreement with the Organiser of the event to provide Coaching Services (Not British Eventing).

2. If there is an incident, who's insurance am I covered under – my own, or British Eventing's?

As you are delivering support/training on behalf of British Eventing/the Event Organiser and it is a British Eventing service, you are covered under British Eventing Insurance, provided that you are up to date with all BE, BS or BD (as applicable) Accredited Coach criteria or you are Non Accredited and have been approved by the BE Regional Coordinator. This means that if you are out of date with one of your required certificates (e.g. first aid, Safeguarding) and do not have any evidence of rectifying this, you will not be insured to deliver training/support on behalf of BE (even if your own insurance is up to date). A list of accepted BE Accredited Coach Criteria is available from the BE office.

Non Accredited Coaches must provide evidence of current Safeguarding to the Organisers.

3. Can I charge mileage?

You can, but this must be agreed in writing with the Event Organisers at the point they book you, so it can be factored into the costs. If you invoice for mileage and it has not been agreed, it will not be paid.

4. Can I claim expenses for food and drinks purchased on the day?

No, these are not included.

5. How do I submit my invoice?

Please email all invoices to the Event who booked you (Details are on the BE website).

6. When I submit my invoice, how quickly will I be paid?

Please contact the Event who booked you for more information.

7. Risk Assessment Guidance

You are expected to do a visual Risk Assessment of your working area, to ensure you and the competitors you are helping are safe. Any concerns must be reported to the BE Steward or TA for them to organise any remedial action.

Copies of the BE Coaching Risk Assessment documents are available from training@britisheventing.com