

British Equestrian Coach Bursary Scheme

Guidance for applicants

Are you an equestrian coach, or would like to start coaching, but don't have any coaching qualifications and the cost of getting qualified is a challenge for you? We want to help.

Are you from a riding school and have a lack of qualified coaches which is preventing you from growing what you do and reaching new participants? We want to help.

Are you resident in England, Scotland, Wales or Northern Ireland? We want to help.

We want to support those coaches and riding centres who have the greatest need for support, and where our support will have the greatest benefit in enabling more participants to enjoy our sport.

Our British Equestrian Coach Bursary Scheme is to support:

- Riding school staff and volunteers to get started with their coaching qualifications and grow the opportunities for people to enjoy riding.
- Coaches from underrepresented populations or protected characteristics within our coaching workforce, in particular:
 - Lower socio-economic communities
 - Culturally diverse communities
 - Disabled people
- Coaches who work with participants from underrepresented populations or protected characteristics within our current equestrian community, in particular:
 - Lower socio-economic communities
 - Culturally diverse communities
 - Disabled people

Who should complete the application?

The application form should be completed by the coach wanting to be supported.

If you are from a riding centre wishing to support one of your coaches or volunteers with this bursary, please ask them to complete the application form. We ask for some information about your centre to support the application which centre owners / managers may need to provide.

We will only consider a maximum of 2 applications from the same centre. Where more than 2 are received only the first 2 will be considered but if your centre has an urgent need for more than two qualified coaches please contact us via emailing participation@bef.co.uk.

What will we fund?

We will support with:

- **UP TO 50%** of the course and assessment costs for:
 - BHS Coaching4All qualification
 - General Riding coaching certificate qualifications:
 - ABRS+ Certificate in Equestrian Coaching Level 1
 - ABRS+ Certificate in Equestrian Coaching Level 2
 - Pony Club Coaching Certificate Level 1
 - Pony Club Coaching Certificate Level 2
 - horsescotland Coaching Certificate Level 1
 - horsescotland Coaching Certificate Level 2
 - Discipline specific coaching certificate qualifications:
 - British Carriage Driving Coaching Certificate Level 2
 - British Dressage Coaching Certificate Level 2
 - British Eventing Coaching Certificate Level 2
 - British Reining Coaching Certificate Level 1
 - British Reining Coaching Certificate Level 2
 - British Showjumping Coaching Certificate Level 2
 - Endurance GB Coaching Certificate Level 2
 - UK Polocrosse Coaching Certificate Level 1
 - UK Polocrosse Coaching Certificate Level 2
- **UP TO 50%** of the **assessment costs** for:
 - BHS Foundation Coach in Complete Horsemanship qualification (Stage 2)
 - BHS Coach in Complete Horsemanship qualification (Stage 3)

You can only select one qualification from this list for us to support.

We will not retrospective applications for courses or assessments already booked.

We will not accept applications for support for any other coaching qualifications at this time.

Requirements

Please ensure you meet and can evidence the necessary pre-requisites for the qualifications you are applying for, including DBS check or equivalent, first aid certificate, safeguarding certificate and relevant riding, horse care and other technical competencies.

Appendix A (link) has a full list of the requirements to register for all the qualifications available for support from the bursary. Please ensure you meet these requirements. Refer to the relevant member body for more information if needed before you apply for this bursary and a place on the qualification / assessment.



Please also ensure you can provide a reference from a suitably qualified coach who can confirm your competence and readiness for the qualification you are applying for support to complete. A coach with a UKCC Level 3 qualification or a BHS Stage 4 qualification or higher would be suitable.

Assessment process

Applications will be assessed through the following process:

Application Shortlisting: British Equestrian will initially review the applications to determine if they meet the basic eligibility requirements for the bursary.

Eligibility Assessment: The applications will be assessed based on:

- **Bursary Eligibility:** Applicants must meet specific criteria to be considered for the bursary.
- **Qualification Eligibility:** The applicants must also be eligible for the particular qualification they're applying for, which could involve factors such as experience, skill level, or relevant qualifications. This will be done in collaboration with the relevant member bodies.

Panel Review: After shortlisting, the applications will be forwarded to a panel that includes representatives from various member bodies within British Equestrian. This panel will make the final decisions.

As this is the third round of the bursary, we expect the process will be competitive and we will not be able to support all applications that meet the criteria.

Timescales

The closing date for applications for this bursary is **11.59pm on Sunday 8th December 2024**. No late applications will be accepted.

If you are successful with your application, we will inform you and the relevant Member body of the amount of bursary we are allocating to you by **5pm on Friday 17th January 2025**. The funds will then be paid to the relevant member body who will then reduce the amount you will pay for the qualification course / assessment accordingly.

You must activate your bursary by booking on to your qualification course or assessment by 11.59pm on Sunday 7th December 2025.

Feedback for unsuccessful applicants

Due to the scale of the interest and volume of applications received for the previous rounds of this bursary, we will not be able to provide individual feedback to unsuccessful applicants.

Apply for the Coaching Bursary here: <https://forms.office.com/e/e55V45gXjJ>

If you need assistance completing the application form or require it in an alternative format, please contact the BEF Participation and Development Team at participation@bef.co.uk or call 02475 313428, referencing Amy Dobbins.

For further information or guidance regarding the bursary, including eligibility and support, please reach out to the BEF Participation and Development Team at participation@bef.co.uk, referencing Dave Padgen



Data Protection

British Equestrian and the member body to which your application relates (the “Member Body”) undertake to respect the privacy of the individual and have implemented strict procedures to protect the individual’s rights under the General Data Protection Regulation. Please refer to the Privacy Notice below for further information.

Application privacy notice

As part of the application process for the coaching bursary, British Equestrian collects and processes personal data relating to applicants. British Equestrian is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does British Equestrian collect?

During the course of the application process, British Equestrian collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- Ethnicity, Diversity and Inclusion information such as age, gender, race, religion, disability, sexual orientation and socio-economic status
- details of your membership with the relevant British Equestrian member body
- details of your training history
- information to confirm that you meet the minimum eligibility requirements

British Equestrian collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, and on other IT systems (including email).

Why does the organisation process personal data?

British Equestrian needs to process your data in order to properly assess your application and in order to communicate with you.

Processing data from applicants allows British Equestrian to manage the application process, assess and confirm an applicant’s suitability for a place for the coaching bursary and decide who should be offered a coaching bursary. British Equestrian may also need to process data from applicants to respond to and defend against claims for non-selection.

British Equestrian therefore has a legitimate interest in processing personal data during the application process and for keeping records of the process.

If you agree, photographs of you will be retained by British Equestrian for promotional purposes. Your consent will be asked for at the time you submit your application.

If your application is unsuccessful, British Equestrian will keep your personal contact details on file for two years to enable British Equestrian to contact you about applying for future programmes. British Equestrian will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the application process. This includes members of the British Equestrian team and relevant member bodies if access to the data is necessary to support the decision making process.

British Equestrian will not share your data with third parties without your consent. If your application is successful and British Equestrian makes you an offer of a place for the coaching bursary, it may then share your data with relevant member bodies for the purposes of processing your bursary, and you will be



provided with additional information in relation to how your data will be processed, stored and shared. British Equestrian will not transfer your data outside the European Economic Area.

How does the organisation protect data?

British Equestrian takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and members of the team in the proper performance of their duties.

For how long does the organisation keep data?

If your application is unsuccessful, British Equestrian will hold your data on file for three months after the end of the relevant process. If you agree to allow British Equestrian to keep your personal data on file, British Equestrian will hold your data on file for a further two years to enable British Equestrian to contact you about applying for future programmes. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application is successful, personal data gathered during the process will be transferred to a file which is personal to you and will be retained whilst you are benefitting from the bursary. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require British Equestrian to change incorrect or incomplete data
- require British Equestrian to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where British Equestrian is relying on its legitimate interests as the legal ground for processing
- ask British Equestrian to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override British Equestrian's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Winnie Murphy at

Winnie.murphy@bef.co.uk.

If you believe that British Equestrian has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to British Equestrian during the selection process. However, if you do not provide the information, British Equestrian may not be able to process your application properly or at all.

Automated decision-making

Selection processes are not based on automated decision-making.

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