



Role of Coaches, Instructors, Trainers and Similar Positions

Code of Conduct

As a Pony Club coach, instructor or trainer you will play a crucial role in the development of the sport and in lives of the participants that you support in both mounted and un-mounted sessions. You are responsible for ensuring that individuals in The Pony Club have positive experiences and therefore are more likely to continue in equestrian activity and achieve their potential.

The Code of Conduct for coaches, instructors, teachers and trainers is built on the principles of integrity, honesty, fair play and respect. These principles are integral, not optional, and apply to all levels of ability and commitment, including recreational participation through to high level competitive equestrian sport, with the welfare of the horse or pony at the centre.

This Code of Conduct sets out standards you are required to meet.

The core values are for all involved in equestrian activity; coaches, instructors, teacher and trainers are required to demonstrate:

- **Performance:** That you will strive to be successful in all your endeavours and deliver high standards in every session, lesson, class or workshop.
- **Partnership:** No coach, instructor, teacher or trainer has all the answers and we ask that you collaborate and find solutions to shared issues and are open and honest at all times.
- **Professionalism:** That you will remain objective and professional at all times. You act with integrity in an ethical way and treat everyone with respect.
- **Passion:** You will be passionate in all your endeavours, working with others to the benefit of the participant or horse / pony

When working with your pupils and their parents, whether in training or competition, you will demonstrate at all times:

Good Practice

- Recognise the importance of fun and enjoyment, especially when working with young riders / participants. Most learning is achieved by doing.
- Show respect to others involved in the sport including judges, official and volunteers, other riders / participants and teams, other coaches, instructors, teachers and trainers, spectators, parents / carers and horse or ponies.
- Promote fair play and high standards of behaviour.
- Place the well-being, safety and enjoyment of your rider / participant (and the horse or pony) above everything, including winning.
- Explain exactly what you expect of the rider and what they can expect from you. Ensure all parents/carers of all riders under the age of 18 understand these expectations.
- Develop mutual trust and respect with every rider / participant to build their self-esteem
- Encourage each rider / participant to accept responsibility for their own behaviours and performance.

- Ensure all activities you organise are appropriate for the rider's / participant's ability level, age and maturity and for the capabilities of the horse or pony.
- Ensure appropriate supervision of all riders / participants, especially those who are younger or more vulnerable.
- Be a positive role-model, consider your behaviour, do not ridicule, or shout at riders / participants or use sarcasm.
- Provide positive verbal feedback in a constructive and encouraging manner to all young riders / participants at all times particularly pre, during and post training sessions and competitions.

Inappropriate Behaviour to Avoid

- Never engage in, or tolerate, offensive, insulting, demeaning or abusive language or behaviour
- Never engage in or tolerate any form of bullying, always appropriately challenge bullying behaviour.
- Recognise that young riders / participants under 18 cannot have alcohol whilst under your supervision or attending your event. Riders / participants should not take prescription or non-prescription medicines or drugs whilst under your supervision, without their medical needs firstly being discussed prior to the teaching, instructing or coaching session. (*Riders / participants should be aware of FEI and BEF rules related to performance enhancing drugs for humans and equines*).
- Recognise that young riders / participants should not be exposed to extremes of heat, cold or unacceptable risk of injury.
- Avoid giving advice of a personal or medical nature unless you are qualified to do so.
- Be aware that your behaviour in your role is subject to scrutiny by others at all times. Ensure that your words and behaviour are not subject to misinterpretation by the riders / participants, parents / carers or onlookers. The line between a professional working relationship and undue informality is not crossed.

NB: It is unacceptable, to photograph or video an injured person or animal.

Policies and Procedures

- Be aware of, and abide by, the policies and procedures outlined in the BEF Safeguarding Equestrian Sport document which has been adopted by The Pony Club including.
- No coach, instructor, teacher or trainer should have sexual related contact with a member, fellow coach, instructor, teacher, trainer or volunteer under the age of 18 - to clarify, this includes sexual innuendo, flirting, inappropriate gestures and terms, in person or through social media, texts and emails, taking part in sexting or otherwise sending inappropriate sexual images through technological systems.
- You should report any concerns that you may have about a child, young person or adult at risk in line with the procedure.
- You should report any concerns you have about a colleague, volunteer or any adult working with children, young people or adults at risk in line with the procedure.
- You should treat everyone with the same degree of courtesy and respect regardless of age, disability, gender, marriage or civil partnership, pregnancy or maternity, race, religion and belief, sex and/or sexual orientation.
- All accidents must be recorded in line with the requirements of The Pony Club and appropriate legislation.

- You should adhere to the rules and the spirit of the disciplines and competitions in which your riders participate.

All coaches, instructors, teachers and trainers should actively involve parents and carers throughout all stages of a young person (under 18) training / coaching and ensure you have parental consent for all activities.

It is recommended a coach, instructor, teacher or trainer is qualified by the achievements of a nationally recognised qualification. All coaches should confine their delivery to those areas where their training, competence and experience are recognised by The Pony Club.

It is the responsibility of a coach to ensure that their coach record on the Pony Club database is maintained and that they ensure that the full requirements of their registration are correct and up to date. Failure to comply with this may compromise their cover under the Pony Club's insurance policy.