

Coach bursary scheme

Guidance for applicants

Would you like to start coaching or further develop your coaching skills, but the cost of gaining qualifications is a challenge for you?

Do you run a riding centre with a shortage of qualified coaches, which is preventing you from growing what you do and reaching new participants? If so, our new coach bursary scheme is here to help.

We want to help those coaches and riding centres with 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 centre staff and volunteers to get started with their coaching qualifications and grow the opportunities for people to enjoy riding.
- Coaches from underrepresented populations or those with 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 form?

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

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

What will we fund?

Up to 50% of the assessment costs for:

 <p>Foundation Coach in Complete Horsemanship (Stage 2)</p>	 <p>Coach in Complete Horsemanship (Stage 3)</p>
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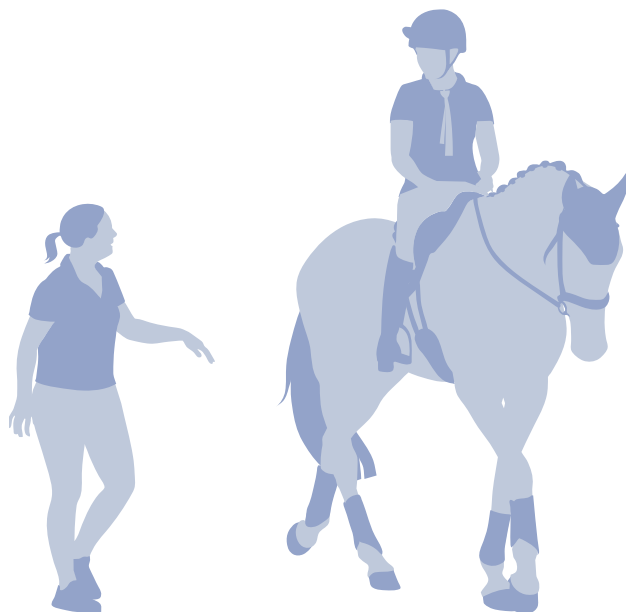
Up to 50% of the course and assessment costs for:

 <p>Coaching4All qualification</p>	 <p>Certificate in Equestrian Coaching Level 1 Certificate in Equestrian Coaching Level 2</p>	 <p>Coaching Certificate Level 1 Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 1 Coaching Certificate Level 2</p>
 <p>Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 1 Coaching Certificate Level 2</p>
 <p>Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 2</p>	 <p>Coaching Certificate Level 1 Coaching Certificate Level 2</p>	<p>We will not accept applications for support for any other coaching qualifications at this time.</p>

Requirements

Please ensure you meet and can evidence the necessary pre-requisites for the qualifications you're applying for, including a DBS check or equivalent, first aid certificate, safeguarding certificate and relevant riding, horse care and other technical competencies. Refer to the relevant member body for details of these requirements before you apply for this bursary and a place on the course and/or assessment.

Please also ensure you can provide a reference from a suitably qualified coach who can confirm your competence and readiness for the qualification that you are applying for support to complete.



Timescales

The closing date for applications for this bursary is 11:59pm on Sunday 12 March 2023. No late applications will be accepted.

If you're successful with your application, we'll inform you and the relevant member body of the amount of bursary we are allocating to you by 5pm on Friday 31 March 2023. The funds will then be paid to the relevant member body, who will then reduce the amount you'll pay for the qualification course and/or assessment accordingly.

If you require support to complete the application form or require it in a different format, please email Amy Dobbins from the British Equestrian Participation and Development Team via amy.dobbins@bef.co.uk or call 02475 313428.

If you require further information or guidance about the bursary, your eligibility and support, please contact Dave Padgen from the British Equestrian Participation and Development Team via david.padgen@bef.co.uk.

Submit an application

[Click to apply](#)

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
- 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 selection 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 selection 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 British Equestrian 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 British Equestrian 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 your data

If you would like to exercise any of these rights, please contact 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 don't provide 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.