**Roles and Responsibilities.**

**Coach In Training:**

* **As a coach in training, make sure you always have a supervising coach certificate holder there with you during sessions.**
* **Work with your mentor coach to :-**

1. **Work on building good relationships with your participants and volunteers**
   * + Aim to improve collaboration between participants and volunteers
     + Build your communication skills to provide a positive and enriching experience for all involved.
     + Begin to set participants goals and create action plans on how to achieve them.
     + Use self-evaluation and feedback to build your skills as a coach; always making sure you are forward thinking.
     + Take the time to learn about the participant needs and make adjustments to your sessions as necessary.
2. **Focus on learning development**
   * Use the resources available to build your knowledge and skill set of both coaching and disability awareness.
   * Work with your mentoring coach to gain experience and expand ideas.
   * Ensure that all documents and evidence of learning are kept in your coaching passport.
   * Use session plans to coach in a structured and progressive way.
   * Complete all training modules necessary before being assessed to gain your coach certificate.
3. **Further your management of sessions**
   * Take time to carry out risk assessments and build your knowledge of them.
   * Ensure there is always a first aider present during your sessions.
4. **Take equine welfare into account during your sessions**
   * Be observant of equines gait and know how to spot a lame equine.
   * Ensure that equines are warmed up correctly before each session.
   * Check all tack of equines before session to make sure the fit is correct and the correct tack and aids are being used.
   * Be vigilant on equine/participant suitability in regards to weight limits and equine behaviour.

**Coach:**

* **As a coach, you are to take sole responsibility for group sessions.**
* **Uphold an exemplary standard and offer support and mentoring to Coaches In Training in order to:-**

1. **Create and maintain good relationships with both participants and volunteers**

* Communicate clearly in a positive and encouraging manner at all time.
* Take the time to get to know your participants and understand their requirements.
* Work alongside participants and carers to create achievable goals and action plans.
* Encourage collaboration between participants and their volunteers to ensure a comfortable and enriching environment for sessions to take place in.
* Regularly self-reflect and obtain feedback from participants and volunteers and use the information constructively to improve your coaching.

1. **Focus on continual professional development**

* Keep all certificates and documents in your passport folder and ensure it is available readily at the time of your review.
* Be available for review within 12 months of obtaining your coach certificate and triennially thereafter.
* Make effort to keep knowledge and skill set up to date and in line with recommended training. This can be through training days, online, reading, conferences etc.
* Use resources provided to deliver training modules to coaches in training to a high standard

1. **Actively manage the running of your sessions**

* Complete (and update as necessary) risk assessments for the sessions you are in charge of.
* Take responsibility for the health and safety of your group sessions and familiarise yourself with any procedures/routines that need to be upheld.
* Ensure you have a valid safeguarding certificate at all times. (These last for three years only.)
* Arrange for a qualified first aider to be present during any session that you are coaching.
* Use session plans to maintain a structured and objective session and for reflection purposes when looking to progress the participants levels.
* Revisit rider records to ensure any adjustments, due to deteriorating or progressing conditions, are made.

1. **Ensure a high standard of equine welfare for any equines being used in your session**

* Know how to evaluate an equines level of soundness and be aware of procedures should an equine in your session be lame.
* Thoroughly check all tack is correctly fitted and check that it is fit for purpose. Also, check any special equipment is fitted safely and comfortably for both horse and participant.
* Ensure the equines are suitably warmed up for the session that you are coaching.
* Be vigilant with equine/participant suitability, specifically the weight carrying abilities of the equines and the temperament of the equine.
* Be capable of maintaining a good level of training for the equines to ensure they are safe for RDA use.

**Advanced Coach:**

* **As an advanced coach, you should lead by example in your group and support others on their coaching journey.**
* **Strive to be a role model in all aspects of RDA coaching.**
* **Keep up to date knowledge of best practise methods and aim to uphold the highest standard of coaching within the RDA in order to :-**

1. **Uphold strong positive relationships with all involved at the group.**

* Build rapport and maintain strong working relationships with coaches and volunteers.
* Create a positive and enriching learning environment for participants that encourages progression.
* Include physiotherapists to build appropriate and structured coaching programmes for your participants.
* Give a clear leadership vision in a coaching environment.

1. **Continue to uphold a strong level of professional development.**

* Be proactive in seeking out areas for CPD using a variety of sources.
* Ensure that knowledge and expertise is kept current and in line with the high standards that the RDA sets.
* Translate feedback and reflections into forward planning and creating actionable personal goals.
* Take time to recognise and remedy blind spots in your coaching skill set to evolve with the needs of your group.

1. **Demonstrate leadership in the management of sessions within your group**

* Develop structured safety principles and practise for themselves and others at the group.
* Continuously monitor and review risk to maintain a safe environment for both coaches, participants and volunteers across a range of environments.
* Be responsible for identifying and monitoring minimum safety standards of all equipment used for the session and keep a current knowledge of any changes to standards across the industry.

1. **Maintain a high level of technical knowledge and skills to provide a high standard of coaching.**

* Identify how a participant’s position may affect the biomechanical balance of the equine and offer solutions to improve this where needed.
* Recognise scale of movement in equines and have knowledge of how to improve this in younger equines.
* Be confident in coaching participants through all three paces and offer support to improve the equines way of going.
* Confidently coaching participants through lateral work and show an ability of working the horse through lateral movements using groundwork.

1. **Show advanced knowledge of equine welfare and be responsible for upholding an exemplary level of equine safety.**

* Show clear understanding of suitably matching an equine to a participant and be confident to intervene should a poor match be made.
* Understand what a safe working environment should look like and actively identify hazards and act immediately to minimize risk to the equine.
* Have sound knowledge of equine workload and ensure that no equine becomes physically or mentally exhausted or stressed.
* Confidently administer a level of equine first aid and be aware of when a veterinarian needs to be contacted.
* Have the ability to fit a range of tack and specialist equipment safely, ensuring that correct tack is being used across the disciplines.
* Could provide a detailed plan for equine routine management and understand what equine professionals need to visit equines and why.
* Appreciate how different breed types may or may not be suitable for certain participants.
* Have experienced knowledge and experience with alternative uses for equine assisted therapy that do not necessarily include riding.