



In addition to EA's monthly newsletter – [EQUESTRAZINE](#) – as a current EA registered coach, once a quarter, you will receive a copy of [IN THE ARENA](#) so you can stay up to date on all EA coaching matters.

GOVERNANCE and PLANNING

Annual Report & Board update:

EA's Annual General Report 2019-2020 has been published. A copy can be found on the EA website - <https://www.equestrian.org.au/reports>

On 11 February 2021, EA exited Voluntary Administration. More on this can be found on the EA website - <https://www.equestrian.org.au/news/equestrian-australia-exits-voluntary-administration-0>.

The new EA Board of Directors have been able to assume their official roles. To find out more about the individuals on the EA Board, please see the EA website - <https://www.equestrian.org.au/Board>

The 2021 Plan for EA Coaching:

The 2021 Operational Plan for coaching has been finalised. Over the coming weeks, dates will be added to the EA Calendar for events such as CE/SSTA Updates in preparation for 2021/2022 coach registration. Please keep up to date by viewing the calendar on the EA website - <https://www.equestrian.org.au/coaching/calendar>

EA Coaching Committee:

All current EA coaches are represented at the national level by members of the Board Appointed EA Coaching Committee (EACC). Your coaching representatives can be found [HERE](#). Summaries of the meetings can be found [HERE](#).

At the end of 2020, the EA Coaching Committee representatives from ETAS and ESA were up for reappointment. In line with the EACC [Appointment and Procedures Policy](#), ETAS reappointed Judith Peel whilst Lynda Smith from ESA stood down from her position and Tamsin Adcock was appointed.

EA and the EACC would like to thank Lynda Smith for her valuable input into the direction of the EA Coaching Scheme during her 18-month involvement. EA would also like to congratulate Judith Peel and Tamsin Adcock on their appointment to December 2022.

Second instalment of 2020/2021 Coach Registration reminder:

EA offered coaches the option to pay 2020/2021 registration and insurance in 2 instalments. Coaches who chose this option have recently been sent a reminder that instalment 2 payment is due 31 March 2021.

EQ, ENT and EWA Membership Status and Coaching Accreditation:

State Branch memberships do not always run-in line with EA Coach registration periods. Please ensure that you have current membership (managed by your State Branch) as this is a requirement of being a current registered EA Coach. EA has recently sent reminder emails to impacted coaches from EWA, EQ and ENT. If in doubt, please check.

Equestrian Australia Coaching Syllabus and intellectual property:

Recently EA and members of the EACC have been contacted regarding the use of the EA coaching syllabus by another National Federation. Please ensure that if you are approached, you contact the EA office on coaching@equestrian.org.au. Use of the EA coaching syllabus outside of the EA coaching scheme should always be discussed with the National Office otherwise this could lead to copyright infringement.

Complaints Handling:

The EACC have asked that the EA Complaints Handling procedure is outlined to EA Coaches as there has been much discussion regarding this. Complaints handling and the process is outlined in the EA Member Protection Policy that can be found on the EA website - <https://www.equestrian.org.au/policies>

Specific reference to complaints handling is outlined on page 15 – **8. Complaints** and page 26 onwards – **Part D Member Protection Procedures**.

INSURANCE, RISK and SAFETY

Mandatory Injury and Near Miss Reporting:

On 18 December 2020, all coaches were sent an email message from the EA National Safety Manager regarding mandatory incident reporting commencing from 1 January 2021.

EA has developed an equestrian specific reporting process, [EA-HSMS-MED-Incident Referral-Report Form 08](#), to report and monitor any horse-related incident (harm to an athlete, volunteer, support person etc). [Form 08](#) will also be used by EA Medical Service Providers at EA endorsed or affiliated events or activities. It has some specific medical data-reporting parameters (e.g. BP, pulse and medical info), this is not for you to complete ONLY a Medical Service provider.

There are two specific reporting requirements:

A) No apparent injury/illness (Inc near misses)

[EA-HSMS-MED-Incident Referral-Report Form 08](#) is to be completed for any person who nearly had an accident, a fall or incident. Even if they present with no apparent injury or illness and/or require basic treatment eg band aid

B) ALL Serious Incidents (SI) (ambulance transfer, unable to continue lesson, a suspected concussion or other)

[EA-HSMS-MED-Incident Referral-Report Form 08](#) **MUST** be completed as soon as able within 24hrs of the SI.

Please note: anytime [Form 08](#) is completed, a copy should be sent to reporting@equestrian.org.au and your insurance company. For EA coaches insured with the EA scheme, this is Gow Gates - equestrian@gowgates.com.au. All coaches should consider the completion of [Form 08](#) as a potential insurance claim. It is in your best interest to cooperate with your insurance company if they need to undertake any further investigation. They are working **FOR YOU!**

Concussion training:

Concussion training is coming - starting 15 March – please refer to the education calendar on the EA website. <https://www.equestrian.org.au/coaching/calendar>

Concussion is included in our mandatory incident reporting but there are also specific protocols to be followed. For a brief glimpse of what is to come, please refer to the concussion protocol as outlined on the EA website.

<https://www.equestrian.org.au/content/health-and-safety-training>

Coaches will be able to report a concussion or suspected concussion and they will be able to check to see if an athlete has been medically cleared to compete or train. More detail will be provided as part of the training.

Coach Indemnity Waiver Forms:

As most coaches would know, EA advised in the Nov/Dec 2020 edition of *IN THE ARENA*, that following legal advice, EA would no longer be able to provide a generic waiver for coaches to use.

Following from this, further advice has been sought and EA are pleased to advise that we are working on the development of a generic waiver that will be 'nationalised' to address individual State/Territory legislation. We have also been advised that EA coaches can continue to use the old waiver until the new waiver is approved and circulated.

Please note: *It is the responsibility of the individual coach to ensure that any waivers or declarations meet the individual circumstances in which they operate.*

To access the generic coach indemnity waiver and declaration of dangerous activity, please refer to the EA website. <https://www.equestrian.org.au/coaching/resources> This section will be updated following approval of the new form.

PREPARING FOR 2021/2022 EA COACH REGISTRATION

What can I do so I am ready for 2021/2022 EA Coach Registration opening in June?:

Annual EA Coach Registration is just around the corner. To be ready for when coach registration opens, you can start preparation and ensure you have:

- attended an EA Coach Update (or CE/SSTA Update) in the past 2 years (or have achieved an Accreditation Upgrade in that period) – details of Coach and CE/SSTA Updates are outlined below
- a current *First Aid Certificate - HLTAID003 - Provide First Aid* (valid for 3 years)
- obtained your ASADA Level 1 Anti-Doping Certificate (valid forever) – free to complete online: <https://elearning.asada.gov.au/>
- ASADA Annual Update (to be completed annually) - <https://elearning.asada.gov.au/>
- A current Working with Children Check/Blue Card
- an understanding of the EA insurance requirements when considering your options. To see what EA Insurance offers, see this website: http://www.gowgatessport.com.au/equestrian/?page_id=16. Further information on the minimum requirements as an EA Coach are outlined below.

As with previous years, all coaches will be required to complete a registration form via MyEA and be required to demonstrate the activities they have been involved in during the 2020/2021 period. This is also outlined below.

Coach Updates:

There are a number of options available for EA Coaches who need to attend a Coach Update before registration opens. This includes:

- completing the online EA Coach Update using this order form https://www.equestrian.org.au/sites/default/files/EA%20Coach%20Education%20Order%20Form%202020-21_7.pdf
- Working privately with an EA Coach Educator (CE). CEs can be found using the EA Search function on our website - <https://www.equestrian.org.au/members/search/coach>
- Attending a Coach Update that is being delivered by your State Branch (differs state to state)

CE/SSTA Updates:

EA are planning to deliver CE/SSTA Updates before the beginning of the registration period. To allow for possible border closures (due to COVID) and to ensure we can deliver these essential re-accreditation opportunities to maintain the integrity of the EA coaching scheme, EA plan to deliver these updates using technology. This was successfully trialed in October and we wish to build upon this success.

To cater for differing time zones and differing commitments, days of the week will alternate as will times. Details are yet to be confirmed but CE/SSTA Updates are planned for:

- Week starting 29 March
- Week starting 31 May
- Week starting 26 July

Minimum Insurance Requirements:

All coaches must be a member of their State Branch in order to register as an EA Coach. Please note that the **TYPE of membership** will directly impact your ability to register as an EA Coach as not all memberships offer the same level of base member insurance – this will need to be discussed with your State Branch.

In addition to your direct membership insurance, the minimum insurance required for registering as an EA coach (when sourcing your own) is a like for like comparison to the EA offering. The EA insurance offered to coaches is specifically developed for coaches and is designed to be fit for purpose. Do not assume because a product is cheaper that you are getting a better deal.

As a minimum, you will be required to provide evidence that you are covered for:

- [Personal accident](#) (injuries)
- [Public and Products Liability](#) (to \$20,000,000)
- [Professional Indemnity](#) (to \$20,000,000)

EA Coach Insurance does not provide cover for all business activities you may be engaged in eg agistment etc but this can be discussed by contacting Gow Gates directly. It is possible to achieve a discount when already insured as an EA Coach. Gow Gates can be contacted on equestrian@gowgates.com.au

Professional Development v Re-Accreditation activities:

Educational activities are defined in 2 categories:

1. **Compulsory re-accreditation requirements** eg Coach and CE/SSTA Updates, First Aid etc
2. **Professional Development** eg attendance at a master class, completing a course in equine science etc

To achieve your activity points, you must be able to demonstrate that you have completed both the compulsory re-accreditation requirements and participated in professional development.

PROCESSES, RESOURCES and OPPORTUNITIES

ATTENTION COACH EDUCATORS – Do you know who can sign what?

Over the past few months, the EA office has been receiving assessment slips from coaches who have been investing a lot of time and money into progressing through the EA coach pathway.

Unfortunately, on some occasions, neither the Coach Educator nor coach candidate have made themselves familiar with what level of Coach Educator can sign what assessment slips for specific accreditation levels. This can lead to great disappointment and even greater embarrassment.

Please ensure if you are progressing through the pathway or are a Coach Educator assisting coaches to progress, you are familiar with who can sign what assessment slips. This information is available on the EA website -

<https://www.equestrian.org.au/sites/default/files/Signing%20Assessment%20Slips.pdf>

Resources and FAQ

If you have questions or require information, the EA website has a HUGE amount of information available to our coaches. This includes:

- The EA Coach resource section with order forms for coach resources, coach educator resources, familiarisation forms, fast tracking, insurance etc - <https://www.equestrian.org.au/coaching/resources>
- The EA Coach FAQ page provides detail on ‘*what level can I coach to based on my accreditation?*’, ‘*what level of CE/SSTA can sign my assessment slips?*’ etc - <https://www.equestrian.org.au/coaching/FAQ>
- The Health and Safety section includes training resources and risk management information - <https://www.equestrian.org.au/content/health-and-safety-training>, <https://www.equestrian.org.au/content/risk-management-and-compliance>

If in doubt – please check it out! – <https://www.equestrian.org.au/home> or contact us on coaching@equestrian.org.au

Progressing through the EA coaching system:

It has become apparent via feedback from Coach Educators and Coach Candidates that the distinction between **TRAINING** to become a coach and being **ASSESSED** as competent is not clearly understood.

All coaches should be aware that the EA office will support Coach Educators when they advise a coach candidate is not yet competent and requires further training.

In order to be assessed and found competent as a coach, you must:

- work hard, learn the material and **TRAIN** with an EA Coach Educator (CE) to **LEARN** the content before you can be **ASSESSED**.
- Complete the prerequisites of the next level of Horse Management and Riding – this includes **TRAINING** and **ASSESSMENT** with a CE.
- **TRAIN** with 2 Coach Educators and **LEARN** the coaching content until you are competent to be **ASSESSED** as a Coach. This includes:
 - Writing lesson plans for individuals and groups
 - Researching coaching methodology and trends
 - Teaching under instruction of 2 Coach Educators (and be willing to take advice – which may include constructive criticism)
 - Completing theory work
 - Commit to the course – both financially and with your time.

Please note: It is the responsibility of the Coach candidate to ensure you know what level of CE can sign your assessments slips. This information can be found on the EA website -

<https://www.equestrian.org.au/sites/default/files/Signing%20Assessment%20Slips.pdf>

GENERAL INFORMATION

Current Coach Statistics (as of 1 March):

Thank you to all EA coaches who have registered for the 2020/21 period. We have recently achieved 889 EA coach registrations (99% of the 2019/20 total - 897). This is a great achievement given the tumultuous period.

We look forward to you all returning in 2021/22.

Merchandise:

EA have successfully launched a range of EA Coach apparel. Supply and delivery of items is being managed by clothing company Twenty Four Seven and can be ordered from the following website.

<https://www.twentyfourseven.net.au/blogs/news/equestrian-australia-accredited-coach-clothing-range>

Contact us:

We can be contacted by phone on 02 8762 7777 or by email at coaching@equestrian.org.au. The EA website is also incredibly comprehensive with a significant amount of information available to coaches. This includes a [Coach Resource Page](#) and [Frequently Asked Questions \(FAQ\)](#) – www.equestrian.org.au

Please note: Due to the impact of COVID-19, the EA office is closed EACH Friday until further notice.

If you would like to see an item included in our next IN THE ARENA, please let us know! This newsletter is for EA coaches so we welcome your feedback.