



PELHAM

Coach Roles

V1.01

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Coach Types

All coaches in PELHAM are categorised as one of two types:

- Active
- Expired

This typing determines whether or not the coach can currently be used.

Active coaches must have **both** of the following certifications in place and up-to-date:

- Disclosure check
- Safeguarding certificate

Active coaches may be used by branches and centres (subject to the restrictions below).

Expired coaches are defined as any coach who is missing either a disclosure check or safeguarding certificate. Expired coaches **should not be used** until their certifications have been updated.

Active Coach Subtypes

Active coaches are further categorised based on the following criteria:

Accredited coaches must also satisfy **all** of the criteria below:

- Aged 18+
- Has up-to-date Pony Club CPD
- Has up-to-date First Aid certificate

Accredited coaches may coach unsupervised, and may also supervise other coaches.

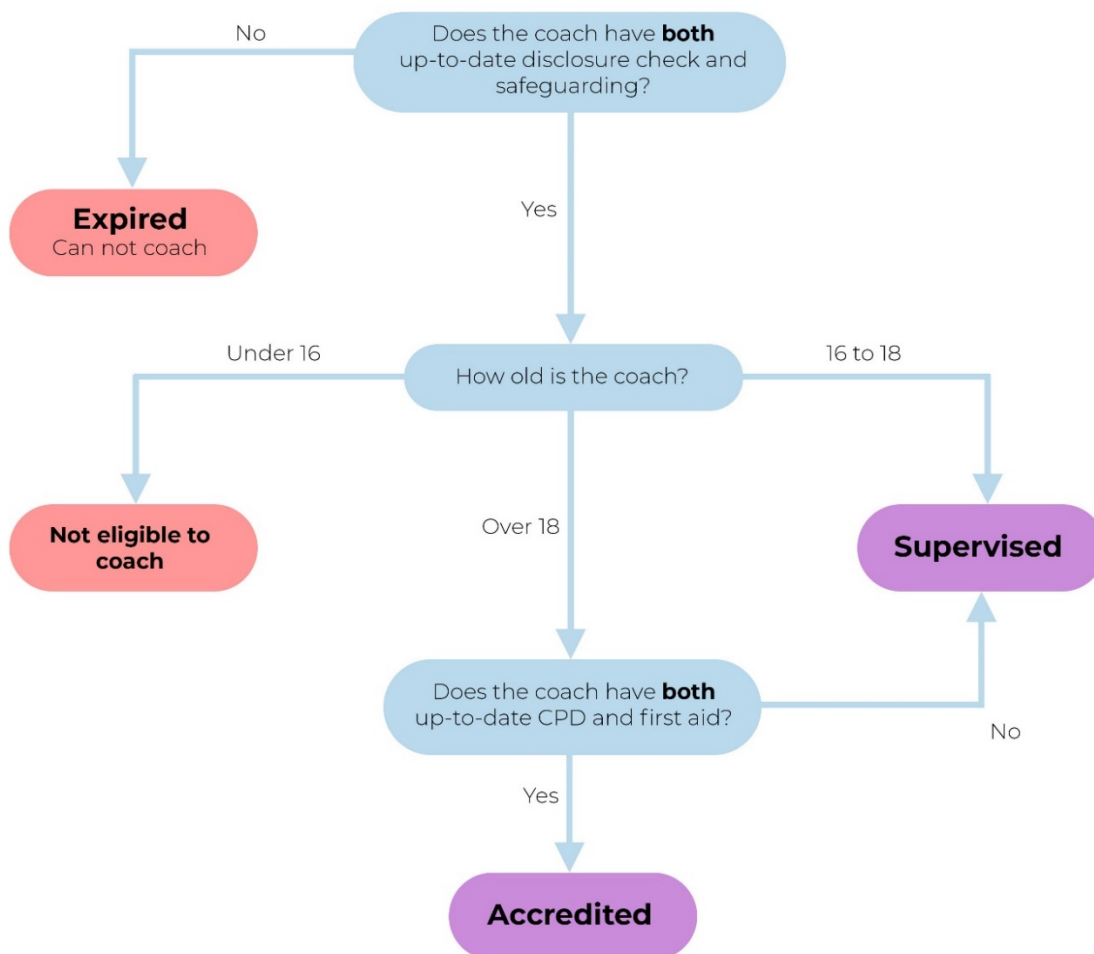
Supervised coaches must also satisfy all of the criteria below:

- Aged 16+

Supervised coaches **must** be in the presence of an accredited coach at all times.

Coach Type Flowchart

The following flowchart will help you determine which category your coach will be in:



Choosing the correct coach type on PELHAM

When adding the coach to PELHAM, you do not need to know which type they will be. You can create them as any coach type, and the system will run an automated process to ensure that they are placed in the correct category (this may take up to 24 hours).

Coach Certifications

Pony Club coach certifications are categorised in the following way:

- Disclosure checks
- Safeguarding certificates
- First Aid courses
- CPD courses

This section explains the different certifications you may come across on PELHAM.

Disclosure checks

The following disclosure checks can be added to a coach on PELHAM:

- **DBS** checks must be held by any coach who teaches in **England or Wales**.
- **PVG** checks must be held by any coach who teaches in **Scotland**.
- **Access NI** checks must be held by any coach who teaches in **Northern Ireland**.

For more information on disclosure checks please check the safeguarding section of The Pony Club website.

First Aid Courses

The following first aid qualifications can be added to a coach on PELHAM:

- **EFAW** (Emergency First Aid at Work) – 1 day course
- **FAW** (First Aid at Work) – 3 day course
- **BHS Initial First Aid**- 2 day initial/1 day refresher qualification

- **Medical Professional** – used when a coach has a first aid qualification as part of their job (e.g. paramedic)

Safeguarding Courses

The following safeguarding course types can be added to a coach in PELHAM:

- **Face-to-Face** (must be done initially, then every alternate refresher must be face-to-face)
- **Online** (can be taken as a refresher course if the coach's previous one was face-to-face)