



## BRITISH EQUESTRIAN FEDERATION YOUNG PROFESSIONAL PROGRAMME 2018-19

Young equestrian athletes will all reach an age where they have to make choices about their future employment. This 12 month programme, funded by Sport England, supports those athletes transitioning out of the equestrian youth development pathways who are wishing to pursue a career within the equestrian industry to support their continuation in the sport.

### Criteria for Applicants

- Applicants who are not in full time compulsory education and are between the ages of 19 and 26 are eligible to apply. An applicant's age will be calculated in accordance with FEI rules i.e. the age of the applicant on their birthday in the calendar year is treated as their age for the entire year (the only exception to this requirement is as stated under Para-equestrian, see ANNEX B).
- This Programme is funded by Sport England so to be eligible the applicant must reside in England and be a member of their relevant National Sporting Body (British Eventing/British Dressage\*/British Showjumping).
  - \*see ANNEX A & B for British Dressage applicants in the rest of United Kingdom.
- Applicants must meet the discipline specific criteria to be eligible for a place on the Young Professional Programme (see ANNEX A – D).
- The applicant must be able to demonstrate a commitment to a professional future in the equine industry. For example:
  - Running a yard/business (competition, training or breeding)
  - Working as an apprentice in a professional yard
  - Coaching in equestrian sport either employed or self-employed
- A place on the Young Professional Programme will be offered on the strength of each individual's application.
- An applicant will not be eligible for this programme if they are currently supported by the British Equestrian Federation (BEF) Excel Talent or BEF World Class Programme.
- Riders are not eligible for this programme if they are currently serving a ban from competition as a result of a doping offence (equine or human) or an equine controlled medication offence.

## Application Process

- Applications will open 1<sup>st</sup> July 2018 and close 31<sup>st</sup> July 2018 and will only be accepted during these dates. Late applications will not be accepted. Application forms will be available to download from the BEF website from 1<sup>st</sup> July 2018.
- To support the application form, the applicant will need to provide a 3-5 minute video presentation which outlines their reasons for wishing to be considered for the programme and what they are hoping to gain from being on the programme to help them in their future career.
- Video Guidelines:
  - Keep your video short, between 3-5 minutes
  - State your name and discipline at the beginning of the video
  - Have a clear beginning that introduces yourself and give clear and concise explanations
  - Script and practice what you are going to say; this is an opportunity to impress the panel
  - Maintain eye contact with the camera and speak slowly and clearly
  - Choose a 'clean' background with good lighting and do a sound check first
- Video Content Guidelines:
  - An overview of your experience to date in the equestrian industry
  - What you consider to have been your highest personal achievement to date
  - Your short-term career goals for the next two years
  - Your long-term career goal
  - What you hope to gain from the Young Professional Programme
  - What you feel you can bring to the Young Professional Programme should your application be successful
- To support the application a completed curriculum vitae must also be submitted using a template that will be provided. This will give an opportunity for applicants to highlight relevant industry/equestrian skills and experience.
- Applicants are required to give two referees on the application form. Referees must either be a listed official or accredited coach of your National Sporting Body. References from friends or purely social acquaintances will not be accepted.
- All successful applicants must be able to commit to the programme in full and will be required to sign the code of conduct. There will be 8 workshop days during the 12 month programme and by accepting a place offered on the programme, successful applicants have agreed to commit to attending a minimum of 6 of the workshop days.
- After the closing date all applications will be assessed against the criteria and person specification. Those shortlisted will be notified by BEF within 21 days and invited to interview by the relevant National Sporting Body (see ANNEX A – D for interview dates). If you have not been successful in your application you will be notified by BEF within the same timeframe. Due to the high level of applications received we are unable to provide feedback to applications that are unsuccessful.
- Sample interview panel: (this can vary between Disciplines): two discipline specialists elected by your National Sporting Body, one interviewer independent of your National Sporting Body and a representative of the BEF to ensure the process is being delivered in a fair and consistent manner at all times.

- Data Protection. The British Equestrian Federation and the discipline 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 Data Protection Act 1998 and after 25 May 2018, the General Data Protection Regulation (“Data Protection Legislation”). In order to deal with applications the British Equestrian Federation and/or the Member Body will hold, process and may disclose personal information (including sensitive personal data within the meaning of the Data Protection Legislation) provided by athletes in the application form for the purposes of efficiently processing applications for this programme. Full details of what information will be collected, processed and shared is set out in the Privacy Notice attached at Appendix 1.

Personal data will only be disclosed to third parties, unless required by law, with an individual’s explicit consent. If your application is successful, personal data gathered during the application process will be transferred to a file which is personal to you and will be retained whilst you are on the Young Professional Programme. We will then retain your email address for a further period of 12 months to contact you about future programmes. If your application is unsuccessful, the BEF will delete your records within two weeks of a selection decision being made.

We seek to provide equal access to all programmes for all applicants, ensuring that there are no unnecessary barriers and that any reasonable adjustments for applicants preserve the validity, reliability and integrity of the programme. If you require reasonable adjustment please contact Georgie Wheeler at [Georgie.Wheeler@bef.co.uk](mailto:Georgie.Wheeler@bef.co.uk).

# Person Specification

## Essential

- Relevant experience in your discipline that meets the criteria specified (see ANNEX A – D)
- Currently working within the equine industry in a professional capacity. For example:
  - Running a yard/business (competition, training or breeding)
  - Working as an apprentice in a professional yard
  - Coaching in equestrianism either employed or self-employed
- Able to articulate goals and targets to enhance career progression
- Enthusiastic and motivated with a commitment to personal development
- A willingness to seize challenges that arise

## Desirable

- Hold or be working towards recognised Equestrian Industry Qualifications
- Proficient IT skills
- Good interpersonal and communication skills with the ability to work with others
- An open and optimistic 'can do' approach

## **ANNEXE A – BRITISH DRESSAGE**

- Be a full competing member of British Dressage. Those members who reside in Wales or Scotland should contact British Dressage regarding their application
- Applicants must previously have been part of a recognised British Dressage or BEF Youth Development Programme (e.g. BD Youth, Prime and Progress Dressage squads, AASE, BEF Excel Talent Programme, BEF World Class Programme etc.)
- Competing at Elementary level or above at affiliated competitions and achieving a minimum of 65%
- Applicants must be able to demonstrate a knowledge of and experience in their chosen aspect of the sport
- The chosen applicants will be allocated a training day with a top trainer in October, dates below. Applicants will take their own horses to the training day and will be involved with other activities at the trainer's establishment. A one to one interview will form part of the day to assess commitment, business acumen, personality, attitude, and potential for development and communication skills. Discussions will take place throughout the day.
  - Wednesday 3<sup>rd</sup> October 2018 – Emile Faurie, Heath Farm, Oxfordshire
  - Tuesday 9<sup>th</sup> October 2018 – Anna Ross Davies, Altogether Equestrian, Wiltshire
  - Wednesday 10<sup>th</sup> October 2018 – Sarah Millis, Millstones, West Sussex

## **ANNEXE B – BRITISH PARA-EQUESTRIAN DRESSAGE**

- Be a full competing member of British Dressage. Those members who reside in Wales or Scotland should contact British Dressage regarding their application
- Due to the varying nature of disability, applicants that are competing in BD Para-equestrian Dressage competitions will also be considered who exceed the upper age limit
- Applicants must previously have been part of a recognised British Dressage Para-equestrian or BEF Programme (e.g. BEF Entry Programme, BEF Excel Talent Programme, BEF World Class Programme etc.)
- Competing at Para-equestrian Silver level or above at affiliated competitions and achieving a minimum of 65%
- Applicants must be able to demonstrate a knowledge of and experience in their chosen aspect of the sport
- The chosen applicants will be allocated a training day with a top trainer in October – see Annexe A for further details

## **ANNEXE C – BRITISH SHOWJUMPING**

- Applicants must be a current member of British Showjumping
- Applicants must previously have been part of a recognised British Showjumping or BEF Youth Development Programme (e.g. AASE, BS Academies, BEF Excel Talent Programme, BEF World Class Programme etc.)
- Applicants must have been actively involved in the sport of showjumping within the past 12 months; that could be as a competitor, coach, horse breeder or in an officiating capacity
- Applicants must demonstrate experience in the profession they wish to move into (minimum levels: Coaching - UKCC level 2, Course Designing- Level 2 and Judging – Level 1)
- Those shortlisted will be notified and invited to interview on Thursday 13<sup>th</sup> September

## **ANNEXE D – BRITISH EVENTING**

- Applicants must be Full members of British Eventing
- Applicants must previously have been part of a recognised British Eventing or BEF Youth Development Programme (e.g. Under 18 Programme, BE Youth Programmes, Mark Todd Bridging the Gap Programme, AASE, BEF Excel Talent Programme, BEF World Class Programme etc.)
- Applicants must be eligible to compete at Intermediate level or above as set out in the BE Members' Handbook
- Applicants must demonstrate experience in the profession they wish to move into
- Those shortlisted will be notified and invited to interview on Wednesday 12<sup>th</sup> September

# Appendix 1

## APPLICATION PRIVACY NOTICE

As part of the application process for the Young Professional Programme, the British Equestrian Federation (BEF) collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the BEF collect?

During the course of the application process the BEF 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 BEF member body (British Show jumping/British Dressage/British Eventing)
- details of your competition and training history;
- details of your employment/education history;
- information to confirm that you meet the minimum eligibility requirements of the criteria, such as your nationality and age (date of birth);

The BEF collects this information in a variety of ways. For example, data might be contained in application forms or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, in the Young Professional Programme application process management systems and on other IT systems (including email).

### Why does the organisation process personal data?

The BEF needs to process your data in order to properly assess your application for selection onto the Young Professional Programme and in order to communicate with you whilst you participate in the programme should you be successful.

Processing data from applicants allows the BEF to manage the application process, assess and confirm an applicant's suitability for a place on the Young Professional Programme and decide who should be offered a place on the Programme. The BEF may also need to process data from applicants to respond to and defend against claims for non-selection under the criteria.

Processing Data from Individuals Participating in the Programme allows the BEF to effectively manage the programme and provide workshop sessions.

The BEF therefore has a legitimate interest in processing personal data during the application process and for keeping records of the process.

If your application is unsuccessful, the BEF will delete your records within two weeks of a selection decision being made.

### Who has access to data?

Your information will be shared internally for the purposes of the application process. This includes members of the BEF's Performance Pathway Team and relevant member bodies if access to the data is necessary for the performance of their roles.

The BEF will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The BEF 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 World Class Performance Pathway Team in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application is unsuccessful, the BEF will delete your records within two weeks of a selection decision being made.

If your application is successful, personal data gathered during the application process will be transferred to a file which is personal to you and will be retained whilst you are on the Young Professional Programme. We will then retain your email address for a further period of 12 months to contact you about future programmes. You have the right to object to us retaining your contact details in this way and if you wish to do this please contact Georgie Wheeler: [georgie.wheeler@bef.co.uk](mailto:georgie.wheeler@bef.co.uk).

**Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data;
- request deletion of your data;
- require the BEF to change incorrect or incomplete data;
- require the BEF 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 the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Georgie Wheeler: [Georgie.Wheeler@bef.co.uk](mailto:Georgie.Wheeler@bef.co.uk).

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the BEF during the application process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

**Automated decision-making**

Application processes are not based on automated decision-making.