

A simple guide to entering the Lycetts Leadership and Team Champions Awards

1. It's a great idea to appoint someone within your team to take responsibility for the entry submission.

(Delegating this responsibility could even form part of your entry for Training & Development or Reward and Recognition in the Excellence Series).

2. Watch the short videos hosted by Awards judge, Dana Mellor on the NTF website. In the videos, Dana explains the two different awards and what the judges are looking for which will get your entries off to a great start.

> [Watch now on the NTF website](#)

3. Decide which awards you and your team want to enter.
4. Download and read the entry forms.

Lycetts Leadership Award

Decide which sections of the Excellence Awards you want to enter.

It is advised that you enter all four sections if you want to be in with a chance to win the overall Lycetts Leadership Award.

Structuring and planning your entry(s):

- Create a timeline with deadlines to make sure your entry is submitted on or before 8 April 2022.
- Include as many people in your team as possible for a good range of skills, knowledge and contributions.
- Try applying the simple model of The Three I's to structure your answers:
 - Tell us your priorities for each section (*Intent*)
 - What process is in place? Include any policies with examples of how these are carried out in the yard. (*Implementation*)
 - Give examples of excellent Management and Leadership and tell us what difference this makes in the yard (*Impact*) How does this work well for your team? How do staff know about these policies? Who checks what?
- Make the Judges' job easier by writing out the question and then answering it (For e.g., *'Our priorities when we recruit new staff are...What works best for our new starters is...'*)

- Remember to include an anecdote for each section – this is where you tell us a story as an example of a situation in the yard to showcase your **Intent, Implementation and Impact**.

Example anecdotes:

#1 'Our priority when we have new staff starting is to put them at ease as quickly as possible and facilitate a proper induction process. Recently, we recruited a new member of staff, Mark, who we knew was young and inexperienced. We invited him to come onto the yard the day before he was due to start to give him and his parents the opportunity to meet the team, familiarise himself with the horses he was due to exercise and the layout of the yard.

We ran through an induction process at a quiet time when he felt relaxed to ask questions and for us to put his mind at rest over any last-minute nerves. We ran through our Health and Safety policy, and he met the safeguarding lead.

Our policy for new starters is that they accompany the boss in the jeep for first and second lot to familiarise themselves with the gallops and how we exercise our horses. The outcome was that Mark was then confident and eager to join in and ride out on third lot.

Previously we used to try and do inductions on the same day as the new team member starting but found this much less successful. Young or inexperienced staff sometimes didn't turn up due to having last-minute nerves and it was much harder to facilitate a relaxed induction process, go through health and safety processes and settle them in as well as try to get them started on Day 1.

By doing the induction in a relaxed manner the day before, we've settled new team members in much more effectively.

#2

A valued staff member who rides some of the more challenging horses went on maternity leave which phased us a little to start with. Our priority was to retain her in the long term so we set up a team WhatsApp group to make sure she was kept up to date with all the news while she was on leave. We drew up a maternity policy to ensure she was fully entitled to any bonuses eg. pool money during her absence and invited to all social events including the Christmas party (had we been allowed to hold it). As a small business, maternity pay was 100% recoverable which helped a lot.

She's back at work now with flexible hours to allow her to work around childcare and has priority for booking holidays. We got the team together to explain what was happening before her return to ensure everyone was on board and that any 'kick back' was not acceptable.

Thankfully she's now building up to full time hours again and we still have our loyal, well managed, supportive team. Focusing on retention as a priority made all the difference.

#3 Safeguarding

Our priority to safeguard young and vulnerable members of staff is to ensure we keep up to date records of all medication that they may be taking. To ensure that they have an excellent understanding of Safeguarding and know who to report safeguarding issues to. We have appointed a safeguarding officer and all members of staff have taken the Racing To Learn Safeguarding course.

Recently our new starter, Gina was due to begin work on Monday morning. The first thing we did before she sat on a horse was to sit her down during a quiet moment and record the various different medications she was taking. The medication book is locked in a secure draw ensuring the details are kept private. Our policy around Safeguarding and Induction before staff are asked to ride a horse meant that when Gina had a fall on the gallops we were able to give the medics our what 3 words location and a full report on Gina's medical history.

Lycetts Team Champions Award

Gather your team together and ask them why they feel their team should win £4,000 and the Lycetts Team Champions Award?

Ask them to think about:

- Why are they a high performing team?
- How do they support each other and ensure high morale?
- How do they work together as a team in a diverse and inclusive way?
- How can they contribute to the submission?

Read the Judging criteria carefully. Last year shortlisted teams excelled in all areas including

- a) opportunities for staff development
- b) diversity within the team

Your entry

You can enter with a video or written submission. Make sure your video is no longer than five minutes long.

Thank you for your interest in the awards and the very best of luck.