

GUIDE TO THE 2020 LYCETTS TEAM CHAMPION AWARD

1. What is the Lycetts Team Champion Award?

The Lycetts Team Champion Award has been created to celebrate training yards that have a strong team ethos.

The objectives are to

- 1) Reward yards where staff are managed to the highest standards
- 2) Showcase how developing a high performance team has positive effects on the business – including levels of recruitment and retention.
- 3) Spread the message about safe working practices
- 4) Demonstrate to potential employees and the public that British racehorse trainers provide the best supported jobs anywhere in the equine sector

2. Why would my yard compete in Lycetts Team Champion?

Taking part in the Lycetts Team Champion Award will

- Give you an industry-recognised accreditation. This quality mark shows employees and clients that your yard operates high standards of staff management.
- Give you an opportunity to benchmark your business and indicate where and how improvements could be made.
- Qualify your yard for promotion through the Racing Groom website
- Give your business a chance of winning £4000:

Lycetts provides the prize money to be used in a way that benefits and supports the team. Examples might include an equiciser, a TV for the staff room, laptop computers or yard branded clothing.)

Taking part in the award is OPTIONAL. You may choose to apply only for accreditation.

3. How does my yard participate?

- a) Access the Nomination Forms on the NTF website at <https://www.racehorsetrainers.org/industry/teamchampion.asp>.
- b) Download the nomination forms to a folder on a system such as Dropbox, OneDrive or Google Docs which allow you to share access to the documents. You can complete the forms on your computer, updating the form and creating a portfolio by adding evidence throughout the year culminating in the deadline and assessment.
- c) Talk to your staff about how you will work together to complete the nomination forms.
- d) Study the examples provided on the form. Decide whether the yard already meets the assessment criteria or if new ways of working should be put in place to achieve a higher score. (See details of the scoring system in section 6 below.)
- e) The nomination forms guide you step by step.
 - Step 1: tick box to confirm which foundation requirements you have in place
 - Step 2: fill in the text box to describe methods used in your yard to achieve the objectives
 - Step 3: Save the form and evidence to your shared folder
- f) Be imaginative in the way the team collaborates and shows evidence. This could include video, photo and testimonial evidence and involve the wider team, e.g. farrier, vet, owners. **Please note – evidence must be relevant to the assessment criteria and expensive video production is NOT necessary.**
- g) Nomination forms and the template covering letter endorsed by trainer and staff, must be submitted in a digital format only to the National Trainers Federation by 3rd April 2020.
- h) Submit your forms and evidence by sending a link to your shared folder (Dropbox, OneDrive, Google Docs) by email to teamchampion@racehorsetrainers.org . Alternatively a file transfer service may be used, e.g. 'WeTransfer' <https://wetransfer.com/>

4. What are the judging criteria?

The judges are looking for evidence that staff management in the yard aligns with The Winning Approach, a bespoke industry standard, which has been integrated into the nomination form.

The sections are:

1. Effective recruitment and induction systems
2. Ensuring a safe environment
3. Leadership, management structure and communications
4. Development and Training
5. Reward and Recognition

The form for each section lists examples of the ways of working that would score highly. Your nomination will earn more points if you explain (and show evidence) how your yard puts these and other management techniques into practice.

For example, when referring to your management structure and communications, instead of saying you have “an open door policy”, explain who staff go to if they have a problem – whose door is open and how is their concern followed up?

Guidance is available – if you would like guidance about how to complete your nomination, please contact Shelley Perham at the NTF.

5. What if my yard has already been accredited in 2018 or 2019?

2018

Yards that achieved a Lycetts Team Champion Award star rating in 2018 (year 1) must enter the 2020 award to acquire accreditation under the new system (see section 6 below.) Evidence submitted in the 2018 award may be reused and updated to improve the score.

2019

Yards that achieved a star rating in 2019 (year 2) will retain their accreditation until 2021. Their star rating will be mapped across to the new accreditation system. Yards wishing to have their accreditation reassessed can re-submit updated evidence from the 2019 award to improve their accreditation level (e.g. from Standard to Gold.)

6. How does my yard achieve accreditation?

Entries will be divided into two categories:

1. Yards with 40 horses or more
2. Yards with fewer than 40 horses

(using figures registered on the BHA Racing Admin system for a rolling monthly average since 1st June 2019.)

The answers in each section will be scored by the judges from 1 to 20/30/40 giving a maximum possible score of 150. The four highest scores in each category go through to the short list and these yards will be visited by the judges. Accreditation is awarded on two levels

- Lycetts Team Champion **Standard** accreditation is awarded to yards scoring between 80 and 114 points. This status is awarded to yards that have shown very good levels of team ethos and staff engagement.
- Lycetts Team Champion **Gold** accreditation is awarded to those who score 115+ points. This status is awarded to yards that have shown outstanding levels of team ethos and staff engagement.

All yards that achieve accreditation gain the right to use the unique award logo to promote their business.



7. Timeline

7 th October 2019	Nomination window opens
By giving you six months to complete your nomination, we are encouraging you to develop a portfolio of evidence that may be updated throughout the year	
30 th April 2020 <small>extended from 3rd April</small>	Deadline for nominations Panel assesses nominations
20 th April 2020	Short lists announced (2 lists, each of 4 yards) Judges visit yards (allow 8 weeks)
First week in July 2020	Winners of the Lycetts Team Champion Award announced and presented during Racing Staff Week 2020

Note

By nominating your yard, you agree that anonymised examples of management practices may be used by the NTF to promote the high standards of management in British racing.

Appendix

Sources of support and existing racing industry guidance

National Trainers Federation

Employment Manual: provided free to members as a hard copy and in the Members area of the NTF website.

NTF online guidance on Health and Safety: provided free to members in the Members area of the NTF website.

NTF Executive Team: all NTF members can contact the team based in Lambourn for advice and support on the main phone line 01488 71719.

BHA Red Book (Health and Safety Manual for the Racing Industry): available from the British Horseracing Authority.

Lycetts Tool Kit: a risk mitigation system available to all clients of Lycetts' insurance brokers. Contact Piers Plunket on 01672 512512

National Association of Racing Staff (NARS): Union representing stable employees. The Racing Centre, Fred Archer Way, Newmarket, Suffolk, CB8 8NT (01638) 663411 Email admin@naors.co.uk

Racing Welfare

Provides welfare support for racing's workforce.

<http://www.racingwelfare.co.uk/>

Careers Advice and Training Service: CATS, which is managed by Racing Welfare, is a facility to support people who wish to develop their careers in racing and is funded by The Racing Foundation. Go to www.racingwelfare.co.uk/ and click on Getting Support and Careers Advice.

NTF Charitable Trust: the NTFCT offers small grants towards career development and training for people with an employment record in racing. It also offers and funds the annual Toby Balding Award. The NTFCT is managed by Racing Welfare.

Training providers

British Racing School:

Snailwell Road, Newmarket, Suffolk CB8 7NU. Telephone 01638 665103.

www.brs.org.uk

National Horseracing College:

The Stables, Rossington Hall, Great North Road, Doncaster DN110HN.

Telephone 01302 861000. <https://www.thenhc.co.uk/>

The BRS and NHC operate mobile training units which they will bring to trainers' yards as part of a fully instructed training day.

Haddon Training

3 Pelhams Court, London Road, Marlborough, Wiltshire SN8 2AG.

Telephone 01672 519977. www.haddontraining.co.uk

National Association of Racing Staff: Union Learn Skills Course

Telephone 01638 663411 <https://www.naors.co.uk/training/>

Jockeys Education and Training Scheme

39B Kingfisher Court, Hambridge Road, Newbury, RG14 5SJ

Telephone 01635 230 410 Email: info@jets-uk.org

Sport and Beyond

Developer of The Winning Approach. Contact Catherine Baker, Forge House, York, YO23 3RQ Telephone 01904 737007

See The Huddle on S&B's website <https://www.sportandbeyond.co.uk/blog/>

The Peplow Group <http://peplow.org.uk/>

Developed and delivered the management training modules linked to the Lycetts Team Champion Award. Contact Peter Burnet at peter@peplow.org.uk