

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Introduction

This guide provides detailed information to support BHS Accredited Professionals when signing off a Skills Record.

## Terms and definitions

The Skills Record is an integral part of the assessment process. It is compulsory to be completed for assessments at Stage 2, Stage 3 and Stage 4. It is a recommendation at Stage 1. It contains 'ready for assessment' and 'coach endorsement' elements to be signed off before the learner takes their assessment. The Skills Record must also be used to confirm a candidate's ID if the candidate does not hold photographic ID.

Learner is anyone training for a BHS assessment. During the assessment process the learner is referred to as a candidate.

Accredited Professionals include Accredited Professional Coaches and Accredited Professional Centre Coaches.

## Aim of the Skills Record for candidates

The Skills Record supports learners to prepare for their BHS assessments. At Stage 2, 3 and 4 assessments, candidates must produce their Skills Record with the required sections signed at their assessment. Candidates without a signed Skills Record will not be permitted to sit their assessment.

Learners can download and print a copy of the [Skills Record](#) from the BHS website or they can purchase a Skills Record book from the [BHS Bookshop](#).

## Role of the Coach

The role of the coach is to guide and support the learner through their training for BHS Assessments. In addition to training for the assessment, this may also involve providing information on how to book the assessment, what to expect at the assessment, and signposting to further information when necessary. The coach also has a responsibility to sign the Skills Record when they perceive the learner is ready for their assessment and to sign off coach endorsements when they have observed the learner completing the designated tasks competently.

Signing a Skills Record when you are not eligible to do so or you are not confident of the learner's level or competency, will be detrimental to the learner. This can affect their progress and may result in an unsuccessful result and/or the learner requiring additional sign off evidence.

When signing Skills Records please include your BHS membership number in addition to your APC number.

## Coach requirements

To sign off Skills Records, you must:

- Be a BHS Accredited Professional Coach or BHS Accredited Professional Centre Coach (your membership to these schemes must be current)
- Hold a BHS qualification or unit above the level you are signing off (for example hold Stage 3 Care to sign off Stage 2 Care). Please refer to the Skills Record sign off boxes which state the qualifications required
- Not sign off Skills Records for family members

*If the above requirements are not met, assessment results cannot be released.*

# Coach Guidance for Stages 1-3 Skills Record

April 2023



You will need to be able to:

- Provide information and guidance on all aspects of the assessment
- Recognise when the learner is working at the level of the assessment to be taken
- Have a thorough knowledge of the current assessment criteria for the section you are signing off
- Understand the difference between Skills Record sign off requirements:
  - Ready for assessment – the coach signs this when the learner is sufficiently of the level to be presented for assessment
  - Coach endorsement – the coach observes the learner completing the relevant tasks to the required level (see Appendix A)
  - Coach observation (Stage 3 Coaching only) - the coach observes the learner coaching riders to the required level for five specified lessons (see Appendix A)

## Verify the identity of the learner

Before signing a Skills Record, request to see photo ID to verify the learner's identity. Sign the 'My Details' if they have attached a photo to verify this is a true likeness.

It's important you make the learner aware they will need to present photo ID at their assessment. If they do not have photo ID, the 'My Details' page can be used.

## Making a judgement of the learner's level

To effectively make a judgement you should:

- Observe the learner performing the practical tasks and have discussions around the theoretical topics listed in the Skills Record sign off boxes. These activities can be performed in person or via video evidence and video calls
- When signing off ready for assessments for riding you should see the learner ride at least two different horses
- Refer to the [Qualification Specification](#)
- For coach endorsements and coach observations please refer to Appendix A

For further guidance on the required level please refer to the following resources:

- View the online resources and training guides available on the BHS website:
  - Stage 2 [Care, Lunge, Ride and Coaching](#)
  - Stage 3 [Care, Lunge, Ride and Coaching](#)
- Video resources on the Accredited Professional Hub (see the 'BHS Assessments' section)
- Refer to the BHS Complete Horsemanship Volumes available to purchase via the [BHS bookshop](#).
- Attend standard setting days when available, search for these on CPD training courses on the [BHS website](#).

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Assessment day

At the assessment, the assessor will:

- Check the candidate ID. This can be via photo ID or the 'My Details' page of the Skills Record
- Check the 'Ready for Assessment' and any 'Coach Endorsement' required are signed off
- Record the name and Accredited Professional (AP) number of the coach who has signed the Skills Record.

If the Skills Record has not been completed or the candidate has not brought it with them, they will not be permitted to continue with the assessment. The candidate will not be eligible for a refund or transfer and will forfeit their assessment fee.

## BHS Quality Assurance of Skills Records

If a candidate is marked 'Not Yet Competent' against any assessment criteria their Skills Record will be sampled. This means, the eligibility of the coach that signed the Skills Record will be checked. A percentage of Skills Records of candidates that have been successful will also be sampled.

You will be contacted if:

- You have not met the eligibility criteria to sign off a Skills Record
- You have signed off the Skills Record of a candidate who has been unsuccessful at their assessment and has been deemed well below the required level
- There is a pattern of reoccurring fails for a given level or unit amongst candidates you are signing off

*We recommend that coaches keep a record of the names of learners and dates they have signed off Skills Records.*

## Further Support

If you require any further guidance regarding Skills Record sign off, the assessment criteria or the standard required please do not hesitate to contact us:

Email: [education@bhs.org.uk](mailto:education@bhs.org.uk)

Telephone: 02476 840508

## APPENDIX A - Coach Endorsement Criteria

### Stage 2

At Stage 2 level it is expected that individuals could work in a commercial environment and be able to complete routine tasks under limited supervision. When signing off a coach endorsement, you are confirming that the candidate can complete the specified task competently.

### Stage 2 Care

Coach endorsement: I can load and unload a horse under supervision

- I can carry out safety checks for horse transportation
- I can load and unload a horse from a vehicle

| Training must include;   | The learner must;  |
|--|--|
| <p>Use of a car and trailer combination and/or lorry. How to carry out safety checks on vehicle, to include:</p> <ul style="list-style-type: none"> <li>• Lights</li> <li>• Tyres (tread depth and pressure)</li> <li>• Ramp and floor</li> <li>• Partitions, fixtures and fittings</li> <li>• Loading and unloading area (flat surface, non-slippery hazard free)</li> <li>• Process to follow if safety concerns are found.</li> </ul> <p>PPE required for the handler and assistant, to include;</p> <ul style="list-style-type: none"> <li>• Hat</li> <li>• Gloves</li> <li>• Footwear</li> </ul> <p>The range of travel equipment available for horses, their purpose and how they fit, to include:</p> <ul style="list-style-type: none"> <li>• Head collar</li> <li>• Poll guard</li> <li>• Travel boots</li> <li>• Tail guard</li> <li>• Tail bandage</li> <li>• Rug, according to weather conditions, type of transport and number of horses</li> </ul> <p>Preparation of the vehicle for loading, to include;</p> <ul style="list-style-type: none"> <li>• Positioning and location of vehicle</li> <li>• Loading and unloading area (flat surface, non-slippery hazard free)</li> <li>• Opening ramp/s</li> <li>• Positioning and securing partitions</li> <li>• Process to follow if safety concerns are found.</li> </ul> | <p>Carry out safety checks to include;</p> <ul style="list-style-type: none"> <li>• Check the vehicle</li> <li>• Check the loading area for hazards</li> <li>• Wear suitable PPE</li> <li>• Check the horse's equipment for safety and comfort</li> <li>• Position the ramp and fixtures/fittings in preparation for loading</li> </ul> <p>The safety checks can be carried out on a car/trailer combination or a lorry.</p> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



| Training must include;  | The learner must;  |
|---|--|
| <p>The process for loading with an assistant, to include:</p> <ul style="list-style-type: none"><li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li><li>• Use of a bridle or head collar as instructed</li><li>• Leading the horse to the vehicle and presenting at the ramp</li><li>• Leading up the ramp</li><li>• Communication with assistant</li><li>• Securing partitions/breach bar</li><li>• Securing horse</li><li>• Closing and securing ramp/s</li></ul> <p>The process for unloading with an assistant, to include:</p> <ul style="list-style-type: none"><li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li><li>• Communication with assistant</li><li>• Opening ramp/s</li><li>• Opening and securing partitions or breach/breast bar</li><li>• Positioning to lead down ramp</li><li>• Leading down ramp</li></ul> <p>Points to consider;</p> <ul style="list-style-type: none"><li>• Welfare of horses at all times</li><li>• Provision of forage when travelling</li><li>• Awareness of dangers in relation to ramp</li><li>• Potential dangers when leading down the ramp</li><li>• Consideration for behaviour of horse and recognising if a horse is stressed</li><li>• Order of horses when loading</li><li>• Why some horses may be difficult to load</li><li>• Why some horses may be difficult to handle when loading or unloading (excitement or stress of leaving/returning to yard)</li><li>• Steps that could be taken to reduce the horse's stress, for example, practice loading, give bucket of feed in the vehicle (when not travelling), travel with companions if possible.</li><li>• If training is with one type of vehicle (for example a 7.5t lorry with rear ramp) discuss differences and considerations when using other vehicles (for example a 3.5t lorry with side ramp)</li></ul> | <p>Load and unload a horse, to include;</p> <ul style="list-style-type: none"><li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li><li>• Position themselves safely</li><li>• Position the horse appropriately</li><li>• Work with others</li><li>• Position and secure the ramp, fixtures and fittings</li><li>• Secure the horse</li></ul> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 2 Care

Coach endorsement: I can bath a horse

- I can bath a horse
- I can dry the horse off

| Training must include;   | The learner must;   |
|--|---|
| <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Checking bathing area for safety</li> <li>• Securing the horse</li> <li>• Checking water temperature and pressure</li> <li>• Wetting the horse all over</li> <li>• Applying shampoo</li> <li>• Rinsing thoroughly</li> <li>• Dry the horse</li> <li>• Keep horse warm and comfortable</li> <li>• When bathing a horse may not be suitable.</li> </ul> | <p>Bath a horse, to include;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Show consideration of weather conditions</li> <li>• Select a suitable method to dry the horse</li> <li>• Dry the horse</li> </ul> |

## Stage 2 Lunge

Coach endorsement: I can put on and take off appropriate equipment needed to lunge a horse

- I can select and put on appropriate lunge equipment
- I can remove lunge equipment safely

| Training must include;   | The learner must;  |
|--|--|
| <p>Working with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>The equipment available for lunging and its use, to include:</p> <ul style="list-style-type: none"> <li>• Cavesson</li> <li>• Lunge rein/line</li> <li>• Side reins</li> <li>• Lunge whip</li> <li>• Saddle/roller</li> <li>• Bridle</li> <li>• Boots</li> </ul> <p>How lunge equipment is put on and adjusted for fit.<br/>                     How to check lunge equipment for fit, comfort and safety.<br/>                     How lunge equipment is taken off and stored.<br/>                     Care of horse after a lunge session (washing off/ grooming)</p> | <p>Work with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>Select and put on appropriate lunge equipment to include;</p> <ul style="list-style-type: none"> <li>• Cavesson</li> <li>• Side reins</li> <li>• Boots</li> <li>• Adjustment of equipment as required for comfort and fit</li> </ul> <p>Remove lunge equipment to include;</p> <ul style="list-style-type: none"> <li>• Cavesson</li> <li>• Side reins</li> <li>• Boots</li> <li>• Maintaining control of the horse</li> <li>• Ensuring after care and comfort of the horse</li> </ul> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 2 Ride

Coach endorsement: I am able to ride in an open space

- I can ride in a balanced position in walk, trot and canter
- I can ride independently within a group

| Training must include;  | The learner must;  |
|---|--|
| <p>Riding with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>What could be considered an open space, to include:</p> <ul style="list-style-type: none"><li>• A space outside of an arena</li><li>• A large field</li><li>• Being away from home</li><li>• Why an open space may provide additional challenges or considerations, to include:</li><li>• Undulating ground</li><li>• Uneven ground</li><li>• Terrain and ground conditions</li><li>• Weather</li><li>• Horse behaviour</li><li>• Other external factors (noise, visible hazards)</li></ul> <p>How a horse may react differently when ridden in an open space and why.<br/>General awareness of risk assessing the environment and horse behaviour when considering how to approach a ridden session and adaptations to make to the session.</p> <p>Riding in a variety of situations, which may include;</p> <ul style="list-style-type: none"><li>• Hacking</li><li>• Riding in open spaces in walk, trot and canter</li><li>• Riding over a variety of terrain (grass, tracks, level ground, undulating ground)</li><li>• Ride up and down hills</li><li>• Adjust riding to weather and ground conditions</li><li>• Ride showing balance and control</li><li>• Ride in light seat where appropriate</li><li>• Riding in open spaces in a group</li><li>• The 'Rules of the School' and how these are applied in group riding sessions.</li></ul> | <p>Ride in an open space to include;<br/>Riding with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>Ride in walk, trot and canter<br/>Ride over varying gradient and terrain<br/>Ride in a balanced position to include:</p> <ul style="list-style-type: none"><li>• Seat</li><li>• Legs</li><li>• Upper body</li><li>• Hands/contact</li><li>• Ride in a group with a minimum of three riders</li><li>• Show awareness of other riders and horses</li></ul> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 2 Riding Out

Coach endorsement: I can ride as part of a group in an open space

- I can ride independently as part of a group in an open space
- I can ride safely over a variety of terrain
- I can negotiate hazards and obstacles
- I can open and close a gate

### [Information on how to open and close gates whilst mounted](#)

| Training must include;  | The learner must;   |
|---|---|
| <p>Riding with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>What could be considered an open space, to include:</p> <ul style="list-style-type: none"> <li>• A space outside of an arena</li> <li>• A large field</li> <li>• Being away from home</li> </ul> <p>Why an open space may provide additional challenges or considerations, to include:</p> <ul style="list-style-type: none"> <li>• Undulating ground</li> <li>• Uneven ground</li> <li>• Terrain and ground conditions</li> <li>• Weather</li> <li>• Horse behaviour</li> <li>• Other external factors (noise, visible hazards)</li> </ul> <p>How a horse may react differently when ridden in an open space and why.<br/>General awareness of risk assessing the environment and horse behaviour when considering how to approach a ridden session and adaptations to make to the session.</p> <p>Riding in a variety of situations, which may include;</p> <ul style="list-style-type: none"> <li>• Hacking including fields, roads and bridlepaths</li> <li>• Riding in open spaces in walk, trot and canter</li> <li>• Riding over a variety of terrain (grass, tracks, level ground, undulating ground)</li> <li>• Ride up and down hills</li> <li>• Adjust riding to weather and ground conditions</li> <li>• Ride showing balance and control</li> <li>• Ride in light seat where appropriate</li> <li>• Riding in open spaces in a group</li> </ul> <p>The 'Rules of the School' and how these are applied in group riding sessions.</p> | <p>Ride in an open space, to include;<br/>Riding with consideration for the safety and welfare of horse, themselves and others at all times</p> <p>Ride in a group with a minimum of three riders.<br/>Show awareness of other riders and horses.</p> <p>Ride over a variety of terrain, to include;</p> <ul style="list-style-type: none"> <li>• Ride up and down hills</li> <li>• Ride across fields, roads and bridle paths</li> </ul> |



# Coach Guidance for Stages 1-3 Skills Record

April 2023



| Training must include;   | The learner must;   |
|--|---|
| <p>How to act in response to hazards and obstacles whilst riding out, which may include;</p> <ul style="list-style-type: none"> <li>• Maintaining safety and welfare of horse, self and others</li> <li>• How to ride past livestock</li> <li>• When not to ride through livestock</li> <li>• Adjusting route to avoid hazards/obstacles/blocked routes</li> <li>• Adjusting pace according to ground and weather conditions</li> <li>• Contacting yard/supervisor if required</li> </ul>  | <p>Know how to negotiate hazards and obstacles, which may include;</p> <ul style="list-style-type: none"> <li>• Ground conditions</li> <li>• Weather conditions</li> <li>• Livestock</li> <li>• Blocked routes</li> </ul> |
| <p>Actions to practice with a horse before attempting to negotiate a gate, the horse should be able to;</p> <ul style="list-style-type: none"> <li>• Stand patiently – whilst you have one hand on the reins, when you lean forwards out the saddle and down each shoulder</li> <li>• Move off your aids – forwards, backwards and sideways</li> <li>• Do a turn on the forehand – to both the left and right</li> </ul> <p>Types of gates which may be encountered;</p> <ul style="list-style-type: none"> <li>• Gate opens away from rider</li> <li>• Gate opens towards rider</li> <li>• Two-way gates</li> <li>• Self-closing gates</li> </ul> <p>Method for opening and closing a gate whilst mounted; to include</p> <ul style="list-style-type: none"> <li>• Heel to hinges method</li> </ul> <p>When it may be appropriate to dismount to open and close a gate.<br/>Where to report a gate which is unsafe.</p> | <p>Open and close a gate whilst mounted to include;</p> <ul style="list-style-type: none"> <li>• Safety of horse</li> <li>• Securing gate</li> </ul>  |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 3

At Stage 3 level it is expected that individuals can work independently and could take on a supervisory role. When signing off a coach endorsement, you are confirming that the candidate can complete the specified task competently.

## Stage 3 Care

Coach endorsement: I can clip a horse

- I can give reasons for clipping horses
- I can explain the considerations for safe clipping
- I can clip a horse
- I can describe how to care for a horse after clipping

| Training must include;   | The learner must;   |
|--|---|
| <p>Why horses are clipped to include;</p> <ul style="list-style-type: none"> <li>• Different types of clips for different levels and types of work</li> <li>• Efficiency of grooming in a commercial environment</li> <li>• Ability to groom sufficiently for given purpose</li> <li>• Enabling horse to perform to their best whilst ridden</li> <li>• Enabling horses to dry after work</li> <li>• Prevention/management of health conditions (mites/mud fever)</li> <li>• Why not clipping a horse may be detrimental to their health</li> </ul>  | <p>Know the reasons horses are clipped to include;</p> <ul style="list-style-type: none"> <li>• Labour saving</li> <li>• Health and welfare benefits</li> <li>• Appearance</li> <li>• Work</li> </ul>   |
| <p>Measures to keep yourself, others and horses safe whilst clipping, to include;</p> <ul style="list-style-type: none"> <li>• PPE required for assistant and person clipping (hat, footwear, overalls, gloves - assistant)</li> <li>• Why person clipping should not wear gloves</li> <li>• Location of workspace (stable, covered area, access to power, positioning of cables)</li> <li>• Maintenance of equipment (servicing, sharpening blades, storage, check cables)</li> <li>• Circuit breaker</li> <li>• Securing the horse (tying up, assistant to hold)</li> <li>• When an assistant is required</li> <li>• Methods of restraint which may be required</li> <li>• Positioning of self and assistant</li> <li>• Communication with assistant</li> <li>• Preparation and training with horses (introduction, acclimatising to sound and vibration, positive reinforcement)</li> </ul> | <p>Explain considerations for safety to include;</p> <ul style="list-style-type: none"> <li>• PPE to be worn</li> <li>• Security of horse – how it is held or tied up</li> <li>• Safety of equipment and environment</li> <li>• Working safely which could include equipment and environment</li> </ul> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



| Training must include;  | The learner must;  |
|---|--|
| <p>Preparation for clipping;</p> <ul style="list-style-type: none"> <li>• Reasons for choice of clip</li> <li>• Preparing horse (grooming, tail bandage, mane)</li> <li>• Preparing workspace (extension lead, circuit breaker, positioning of required equipment, floor space)</li> <li>• Preparing clippers (attach blades, adjust tension, oil, cleaning brush, spare blades, checking condition and safety)</li> </ul> <p>Clipping horses;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Assisting others clipping horses</li> <li>• Clipping different horses and using different types of clips</li> <li>• How to handle and work around the horse</li> <li>• Positioning the horse</li> <li>• How to communicate with assistant</li> <li>• Positioning self and assistant</li> <li>• Checking clippers during clipping (temperature, cleaning, oiling)</li> <li>• Awareness of horse behaviour (facial expressions, stance, reactions)</li> </ul> | <p>Clip a horse, to include;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Consideration of the type of clip required</li> <li>• Preparation of the horse and work space</li> <li>• Checking clippers, put together correctly</li> <li>• Handling the horse and working with an assistant</li> <li>• Clipping the horse</li> <li>• Care of horse and equipment throughout the process</li> <li>• Safe practice</li> </ul> |
| <p>Care after clipping;</p> <ul style="list-style-type: none"> <li>• Consideration for horse welfare</li> <li>• Grooming (selection of brushes)</li> <li>• Appropriate rug</li> <li>• Tidying workspace</li> <li>• Storage of equipment</li> <li>• Cleaning and storage of clippers</li> </ul>  | <p>Know how to care for a horse after clipping, to include;</p> <ul style="list-style-type: none"> <li>• Consideration for horse welfare</li> <li>• Care of horse after clipping</li> <li>• After care of the equipment and workspace</li> <li>• Keeping the horse warm</li> <li>• Adjusting grooming technique</li> </ul>   |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 3 Riding Out

Coach endorsement: I can lead a ride with a dismounted break

- I can follow a designated route;
- I can manage a dismounted break

| Training must include;  | The learner must;  |
|---|--|
| <p>Practise taking out organised rides on designated routes and assisting other ride leaders;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Description of route, route on map</li> <li>• Following route as instructed</li> <li>• Selecting suitable places to trot and canter with consideration of weather conditions, terrain, level of riders and horses.</li> <li>• Order of horses and riders</li> <li>• Positioning of ride leader and assistants (staff/ride escorts)</li> <li>• Communication with assistants</li> <li>• When and how to change position in ride if required</li> <li>• Adjusting plans according to weather (heat, heavy rain, wind, snow)</li> <li>• Negotiating hazards (external environment, livestock, ground conditions, other users of route)</li> <li>• Communication to riders throughout route (advice, coaching, support, customer service, instructions according to route and conditions)</li> <li>• Adjusting plan according to riders and horses</li> <li>• Content of Highway Code and Countryside Code</li> <li>• Checking for organized events in the area (cycling, races, walks/treks, shows, increased traffic)</li> </ul> | <p>Take a ride out on a designated route, to include;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Determine suitable paces for riders, horses, conditions and terrain</li> <li>• Advise riders how to deal with the environment, terrain and hazards as appropriate</li> <li>• Correct application of Highway Code and Countryside Code</li> <li>• Awareness of others and surroundings</li> <li>• Changing position in ride appropriately</li> <li>• Manage other staff appropriately</li> </ul> |
| <p>Organising and managing a dismounted break as part of a ride out;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Selecting a location on designated route (distance from start and finish, space for horses and riders, shelter, consideration of potential hazards)</li> <li>• Setting a time period for break (recovery time, comfort breaks, food and drink)</li> <li>• Providing instruction for riders to dismount (positioning of horses and riders, adjusting/securing tack)</li> <li>• Providing instruction for riders/assistants to secure horses (tying up/holding)</li> <li>• How to provide horses with water and food if required</li> <li>• Checking horses (feet/shoes, tack, general condition)</li> <li>• Checking riders and staff are happy (customer care,</li> </ul>   | <p>Manage a dismounted break, to include;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Suitability of chosen location and timing of break within the ride</li> <li>• Dismounting of riders</li> <li>• Securing of horses</li> <li>• Care of horses (water/feed)</li> <li>• Care of riders</li> <li>• Care of staff</li> <li>• Suitable length of break for horses and riders</li> </ul>  |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



|   |  |
|---|--|
| <p>communication)</p> <ul style="list-style-type: none"> <li>• Preparing horses to mount (tack check)</li> <li>• Provision for riders to mount (mounting block, raised area, leg up)</li> </ul> | <ul style="list-style-type: none"> <li>• Mounting of riders</li> </ul> |
|---|--|

Coach endorsement: I can train others to escort a ride

- I can produce a session plan
- I can deliver a session during a ride out
- I can demonstrate training skills

| Training may include;   | The learner must;  |
|---|--|
| <p>How to plan a session;</p> <ul style="list-style-type: none"> <li>• How to complete a risk assessment</li> <li>• Reading current centre risk assessments as examples</li> <li>• How to complete a session plan</li> <li>• Information required (route, riders, staff, horses)</li> <li>• Deliver a session from a session plan</li> <li>• Adjusting plans as required</li> </ul>   | <p>Produce a session plan to include;</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Introduction</li> <li>• Warm up</li> <li>• Main session content</li> <li>• Cool down</li> <li>• Debrief</li> </ul>   |
| <p>How to deliver sessions including practise delivering sessions.<br/>How to train/coach others;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• How to coach a variety of topics in relation to riding out</li> <li>• Understanding how participants might prefer to learn (learning styles)</li> <li>• Providing clear communication</li> <li>• Providing guidance/instruction/correction</li> <li>• Adjusting session to suit participants, horses, conditions, location</li> <li>• Checking understanding (questioning)</li> <li>• Providing feedback (performance, future progression)</li> <li>• Receiving feedback</li> <li>• Evaluating the session</li> <li>• Self-evaluation</li> </ul> | <p>Deliver a training session to an assistant/student/ride leader as part of an organised ride out. A session can be delivered on one of the following topics:</p> <ul style="list-style-type: none"> <li>• Checking tack and rider attire</li> <li>• Mounting riders</li> <li>• Assessing riders</li> <li>• Horse suitability</li> <li>• Environment on ride</li> <li>• Rider confidence</li> <li>• Riding with the reins in one hand</li> <li>• Positioning when escorting a ride</li> <li>• Negotiating hazards</li> <li>• Dismount riders</li> <li>• Aftercare of horses and riders</li> <li>• Aftercare</li> </ul> <p>Demonstrate training skills;</p> <ul style="list-style-type: none"> <li>• Working with consideration for the safety and welfare of horse, themselves and others at all times</li> <li>• Communication</li> <li>• Check the learning process</li> <li>• Feedback to trainee</li> </ul> |

# Coach Guidance for Stages 1-3 Skills Record

April 2023



## Stage 3 Coaching

Candidate observations:

- 1 – Preparing Rider for Novice Dressage Test
- 2 – Group (3 or more Riders) Flat Work
- 3 – Private Jump
- 4 – Group (3 or more Riders) Jump
- 5 – Group (3 or more Riders) Grid Work

| Training must include;   | The learner must;  |
|--|--|
| Planning sessions to include; <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Aims and objectives</li> <li>• Equipment</li> <li>• Timings</li> <li>• Teaching points</li> <li>• Introduction</li> <li>• Preparation</li> <li>• Main activity</li> <li>• Cool down</li> <li>• Conclusion</li> </ul>   | Show planning for each session (Planning)                                    |
| How to coach for rider improvement <ul style="list-style-type: none"> <li>• Consider horse and rider welfare and safety at all times</li> <li>• Identifying the skills and knowledge of the rider</li> <li>• Assessing Rider position and coaching for improvement</li> <li>• Assessing Rider confidence and coaching to build confidence</li> <li>• Assessing Rider skill and coaching for improvement</li> <li>• Selection of suitable activities for improvement of rider</li> <li>• Coaching groups of riders</li> </ul> | Show improvement of riders within the sessions delivered (Rider development) |
| How to gain the technical knowledge required to deliver coaching sessions; <ul style="list-style-type: none"> <li>• Candidates own lessons gaining experience riding exercises/activities on a variety of horses</li> <li>• Observations of other coaches</li> <li>• Dressage writing</li> <li>• Content of dressage test up to Novice level</li> <li>• Flatwork exercises</li> <li>• Jump exercises</li> <li>• Grid work exercises</li> </ul>   | Show technical knowledge relevant to session type (Knowledge)                |
| How to evaluate sessions and use evaluation for future improvement of self and riders; <ul style="list-style-type: none"> <li>• The strengths of the sessions</li> <li>• The feedback from the riders</li> <li>• Discuss the impact of riders on the way of going of the horse</li> <li>• The influence of the coach</li> <li>• Areas that could be developed</li> </ul>   | Evaluate the sessions (Evaluation)   |