

Centre Guidance- Stage 4 Coach (Show Jumping) and Management (6 Candidates)

Thank you for enquiring about holding our BHS Stage 4 Show Jumping Coach and Management assessment. Stage 4 is aimed at the individual working in the equine industry who is actively working towards training horses and riders with the main focus on Show Jumping. They will be able to recognise the strengths and areas of improvement in the horse/riders performance and instigate work to develop within the session.

BHS Stage 4

If you are a BHS Approved Assessment Centre at Stage 4 Show Jumping Coach you can hold this assessment. The maximum number of complete candidates is six; however centres should be aware that there may be more candidates attending, completing re-sits or sections only; so please ensure you have adequate parking to accommodate this. As well as candidates we will be sending three assessors, 1x Lead and 2x Assessors. If there is anybody else e.g. Internal Quality Assurer and observer we will let you know by writing two weeks before the assessment day, once the assessment is closed for bookings.

What we need from you:

1. A single point of contact who takes responsibility for the organisation of all assessment days. This person needs to be available to discuss requirements with the Education Team and the Lead Assessor prior to and during the assessment days. A direct contact number should also be available in an emergency, i.e. in the event of any unforeseen circumstances on or just before the day.
2. We need a person in the yard responsible for ensuring all horses and equipment are ready on time (according to the programme) for the smooth running of the day. This person needs to be available all day during the assessments, should the assessors or candidates have any questions or queries.
3. A room at a comfortable temperature with table and seats where assessors can meet and confer in private.
4. A waiting room at a comfortable temperature for candidates with adequate seating and pens to fill in the emergency form.
5. Appropriate signage for candidates to find the centre, facilities (incl. toilets), waiting/briefing room. Signs hung stating 'Assessment in progress.' Please note no spectators are permitted. Please do make candidates feel 'at home' as they may be nervous.
6. In the interest of the candidates, no photography or filming of any section of an assessment is permitted (Excluding CCTV for security or insurance purposes).
7. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
8. Suitable light refreshments throughout the day and lunch for assessors. If the assessment is only half a day, please provide a light lunch for the assessors, a more substantial meal will be required for a full day assessment.
9. Two assessment rooms big enough to hold all candidates and assessors, candidates may also walk around the yard and

discuss grassland/pastures.

10. List of horses used for each teach section and what they have previously done available to for the lead assessor on the day of assessment.

11. A First Aid kit. A means of communication needs to be supplied (mobile phone or two-way radio).

12. Contact details for the Safeguarding representative.

To see our assessment criteria please refer to the website.

Safeguarding and Health & Safety

Please note the minimum age for this assessment is 18 years old.

The Society follows a strict Safeguarding policy which protects children under 18 years and vulnerable adults. Sign out sheets will be kept with the Assessors.

Assessment Day

The assessment day is split into four teach sections and two management sessions; the programme allows for some of the same horses (where appropriate) to be used for both the sections. The assessment day should be carried out like a normal working day, so candidates will be carrying out tasks in the relevant environment.

Please ensure that, while sufficient staff are present on the yard to assist with the assessment, there are not extra observers who may cause the candidates to feel under pressure.

When liaising with the assessing team before, during or after the assessment day, please do not discuss the performance of candidates with them, as this may be perceived as an attempt to influence their decisions.

Volunteer riders

If volunteer riders will be taking part in coaching sessions on their own horses, it is the responsibility of the centre to ensure that they are covered by public liability insurance at least up to the level of the centre's own policy.

Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Sample timetable:

AM

Time Start	Time End	Assessor A	Assessor B	Assessor C
8:15	8:30	Briefing	Briefing	Briefing
8.30	9.10	Private Show Jumping	Group Pole work	Semi Private
9.15	9.55	Private Show Jumping	Group Pole work	Semi Private
10.00	10.40	Private Show Jumping	Group Pole work	Semi Private
10.45	10.55	Teach VIVA	Teach VIVA	Teach VIVA
10.55	11.05	Teach VIVA	Teach VIVA	Teach VIVA
11.10	11.50	Private Show Jumping	Group Pole work	Semi Private
11.55	12.35	Private Show Jumping	Group Pole work	Semi Private
12.40	13.10	Private Show Jumping	Group Pole work	Semi Private
13.10	13.50	Lunch	Lunch	Lunch
13.50	14.20	Lunge lesson	Lunge lesson	Lunge lesson
14.20	14.50	Lunge lesson	Lunge lesson	Lunge lesson

PM

Time Start	Time End	Assessor A	Assessor B	Assessor C
15.10	15.25	Briefing and case studies		
15.25	15.55	Section A Facilitator of group discussion	Paperwork	Paperwork
16.00	16.30	Management VIVA	Management VIVA	Section C
16.30	17.00	Management VIVA	Management VIVA	Section C
17.00	17.30	Management VIVA	Management VIVA	Section C

Lunge lesson

In this section candidates will be asked to coach a rider on the lunge for 25 minutes.

We suggest that two horses can be lunged at the same time if the area is 20x40m or three horses in a 20x60m area. We recommend the areas are marked out for each candidate.

- Minimum six (three needed at one time) riders working at Stage 3 level
- We suggest six horses/ponies are used. The horses should be sufficiently well schooled that a Stage 3 rider will be able to ride without intervention. The horse should be able to work in a balanced frame into side reins (minimum three horses needed at one time).
- Equipment needed per horse used:
 - Saddle, suitable for a dressage lesson
 - Bridle without a noseband
 - Lunge cavesson
 - Side reins adjusted to fit horse/pony

- Brushing boots on all legs
- Lunge line
- Lunge whip
- Neck strap or breastplate
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Group pole work lesson

In this section candidates will be asked to coach a group of three riders using poles. The length of the lesson will be 35 minutes.

We suggest a minimum of a 20x40 arena with five to ten poles available.

- Nine riders at Stage 3 level who are split into three per lesson, throughout the day. They need to be happy to walk, trot and canter, adjust stride length and work without stirrups.
- We suggest that the horses are rotated regularly and do not take part in more than two non-consecutive sessions (minimum nine horses needed). Only three horses are needed at one time.
- Equipment needed:
 - One mounting block
 - Neck strap or breastplate per horse
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Private Show Jumping lesson

In this section candidates will be asked to coach a private show jumping lesson for 35 minutes.

The size of the arena needs to be no less than 20x60m with correctly labelled markers.

Three riders split between the sessions (one needed at one time) who are capable of riding over fences up to 1.10m. We suggest the rider can support up to two non-consecutive sessions.

- We suggest that horses are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum three horses needed). Only one needed at one time.
- Horses will need to have been schooled at an appropriate level, capable of jumping over 1.10m courses.
- Equipment needed:
 - Neck strap or breastplate
 - One mounting block
 - Minimum six fences available, to include enough equipment to build multiple spreads.
 - Safety cups available

- Fillers and water tray
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear. If worn, body protectors must also meet the current standard.

Semi Private Grid work lesson

In this section candidates will be asked to coach a semi private show jumping lesson over grids for 25 minutes.

The size of the area needs to be no less than 20x60m.

- Six riders at Stage 3 level who are split into two per lesson, throughout the day. They need to happy to walk, trot and canter, ride over grids up to 1m and adjust stride length.
- We suggest that horses are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum six horses needed). Only two needed at one time.
 - One mounting block
 - Neck strap or breastplate per horse
 - Jumps and poles enough to make a grid of up to five fences (to include spreads)
 - Safety cups
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear. If worn, body protectors must also meet the current standard.

VIVA

Candidates will be asked to work with an assessor to undertake a VIVA. Candidates will be covering an assessment criteria point during a ten minute session. An area where this can take place away from ear shot would be beneficial.

Section A

In this section candidates will be taking part in a group discussion on certain topics (please refer to website for topics) and be assessed for interpersonal skills.

Candidates will be having a group discussion with the assessors.

- One room large enough to hold all candidates and assessors with pens available and access to seating.

Section B

Candidates will be asked to work with an assessor to undertake a VIVA. Candidates will be covering an assessment criteria point during a ten minute session. An area where this can take place away from ear shot would be beneficial.

Section C

In this section candidates will be assessed on financial requirements for an equestrian business, marketing opportunities and understand how to manage grassland.

Candidates will be working with each other.

- One room large enough to hold all candidates and assessors with pens available and access to seating.
- Access to grasslands/ pastures; candidates may walk around the yard

What to expect from us before the assessment

Once the assessment days have been confirmed with you and candidate bookings have been made, the Education team will email a programme of the day to you, two weeks prior to the assessment date (when candidate bookings close). The candidate information, hard copy of the programme will be sent in the post first class. Once you have received this please open the pack up and check all information is what you were expecting to receive. Please contact the office as soon as possible if the pack has not arrived one week before the assessment date.

What will be included in the pack:

- Candidate names (including heights and weights)
- Assessment day structure
- Letter from us, listing the name and contact number of all assessors that are attending (the Lead Assessor will be in touch regarding the assessment, to help answer questions and liaise with the organising of the day. If you have not heard from them please contact either the Lead Assessor directly or contact the Education team at your earliest convenience).
- The Lead Assessor may contact you regarding a reasonable adjustment if it requires centre input, if you have any queries please make direct contact with your Lead Assessor.

Candidates would have received a skills record with their Stage 4 confirmation letter; this is required to be signed off before they take their Stage 4 dressage coach and management assessment.

Please ensure the black bibs provided with the signed contract are ready for when the Lead Assessor arrives so the bib names and numbers can be inserted during the briefing, so ensure you keep them safe. Should you need more, please don't hesitate to contact the Education team.

The Lead Assessor will also carry out a risk assessment of the yard, so please be on hand to help provide any information (e.g. first aid kit location).

If you need any further help to interpret the programme or have any questions about the upcoming assessment, please contact the Education team and we will be happy to help sort out any queries.

What to do after the assessment

Thank you for holding the Stage 4 Teach and Management assessment, we hope the day ran smoothly and all candidates were successful.

Please forward on an invoice directly to the BHS either by email or in the post, to cover the facility fee costs (please

refer to the facility fee document).

We also ask that any data you have received from the Education Team is destroyed confidentially or returned to the office for disposal in accordance with your Data Processor Agreement.

We welcome feedback regarding our assessments; please send through any comments to pathways@bhs.org.uk

How can we help you?

If at any time you need help in setting up an assessment day or any questions answered before or after the assessment you can contact:

Education Team:

education@bhs.org.uk

02476 840508

Emergency out of office hours **only (e.g. weather conditions):**

Alex Copeland (Director of Education)

alex.copeland@bhs.org.uk

07811 819348

Michele Carman (Head of Education Operations)

michele.carman@bhs.org.uk

07966 215964

Centre Guidance Check List- Stage 4 Coach (Show Jumping) and Management (6 Candidates)

Checklist:

Facilities

BHS Approved Centre + Approved Training Centre at Stage 4 Show Jumping Coach level	
Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress'	
Staff on hand throughout the day	
First Aid kit	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Candidate black bibs	
Facilities for refreshments/meals to be provided	
One room for the management assessment to take place with enough seating	
Access to grassland and pasture	
List of horses used for each teaching section and what they have previously done	
Seating for assessors adjacent to the arena	

Lunge lesson

One arena (minimum 20x40m)- can be the same used for dressage/ show jump arena/semi private event lesson	
Six riders at Stage 3 level	
Minimum six horses (three needed at one time)	
Minimum three saddles (suitable for a dressage lesson)	
Minimum three bridles without nosebands	
Minimum three lunge cavessons	
Three pairs of side reins (to fit horses/ponies used)	
Brushing boots all round on the horses used	
Minimum three lunge lines	
Minimum three lunge whips	
Neck strap or breastplate on all horses used	

Group Pole work lesson

One arena (minimum 20x60)	
Nine riders at Stage 3 level	
Minimum nine horses (three needed at one time)	

Five to ten poles	
One mounting block	
Neck strap or breastplate on all horses	

Private Show Jumping lesson

One arena (minimum 20x60m)	
Three riders capable of riding over 1.10m (one needed at one time)	
Minimum three horses (one needed at one time)	
One mounting block	
Neck strap or breastplate on all horses	
Six fences (include enough equipment for spreads to be built)	
Safety cups	
Fillers	
Water Tray	

Semi Private lesson

One arena minimum 20x60m	
Six riders at Stage 3 level, split into groups of two	
Minimum six horses (two needed at one time)	
Neck strap or breastplate on all horses	
One mounting block	
Five fences that can be made up for grid work (include enough equipment for a spread)	
Safety cups	

Management Section A/B

One room large enough to hold all candidates and assessors	
Available seating within the room and pens	

Management Section C

One room large enough to hold all candidates and assessors- can be same room used for Section A	
Available seating within the room and pens	
Access to grassland/pasture	