

Centre Guidance- Stage 2 Coaching (4 Candidates)

Stage 2 Coaching is aimed at the individual who already possesses basic skills and knowledge but who would like to develop their skills into coaching others.

BHS Stage 2 Coaching

The maximum number of complete candidates is four; two in the morning and two in the afternoon. Two candidates will be working with one assessor; however Centres should be aware that there may be more candidates attending, completing re-sits; so please ensure you have adequate parking to accommodate this. For an assessment of this size, we will normally send one assessor. 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. Assessors may request lunch but this is chargeable to them directly if provided.
9. A First Aid kit. Where the riding is not in very close proximity to the yard a First Aid kit must be taken to the riding area. A means of communication needs to be supplied (mobile phone or two-way radio).
10. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.



11. All horses used in BHS assessments should be clean and well-presented.

To see our assessment criteria please refer to the website.

Safeguarding and Health & Safety

Please note the minimum age for this assessment is 17 years old.

The Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be kept with the Assessors.

Assessment Day

The assessment day is split into four Coaching sections (group lesson, lunge lesson, lead rein lesson and a stable management lesson). The programme allows the same horses (where appropriate) to be used for multiple lessons (maximum two sessions). The assessment day should be carried out like a normal working day, so candidates will be carrying out tasks in the relevant environment. An example timetable for a Stage 2 Coaching assessment is shown on the following page.

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

In line with centre's own policy they may use volunteer riders as young as aged six as long as the children are comfortable to do so and understand direction/instruction. For the lead rein session only, 4 and 5 year old volunteer riders may take part, providing that they have sufficiently developed communication and listening skills and riders of this age are covered under the centre's insurance policy and riding school licence. It is the responsibility of the centre to ensure that insurance cover is in place for all volunteer riders.

Where children are acting as volunteer riders, one parent/carer per child may be permitted to observe the lesson. It is the responsibility of the assessor to ensure that parents/carers do not disrupt the session, however; a centre representative should also be contactable in case of any issues. The parent/carer must not record video or take photos within the session.

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.



AM

Time Start	Time End	Assessor A (up to 2 candidates AM)	
8.30	8.40	Briefing	
8.40	9.30	Group lesson	Supporting group lesson
9.30	10.20	Supporting group lesson	Group lesson
10.25	10.55	Lunge lesson	Lead rein lesson
10.55	11.25	Lead rein lesson	Lunge lesson
11.25	11.35	Discussion	Discussion
11.35	11.40	Stable management lesson	Receive stable management lesson
11.55	12.10	Receive stable management lesson	Stable management lesson
12.10	12.20	Discussion	Discussion

PM

Time Start	Time End	Assessor A (up to 2 candidates PM)	
13.00	13.10	Briefing	
13.10	14.00	Group lesson	Supporting group lesson
14.00	14.50	Supporting group lesson	Group lesson
14.55	15.25	Lunge lesson	Lead rein lesson
15.25	15.55	Lead rein lesson	Lunge lesson
15.55	16.05	Discussion	Discussion
16.10	16.25	Stable management lesson	Receive stable management lesson
16.25	16.40	Receive stable management lesson	Stable management lesson
16.40	16.50	Discussion	Discussion



Lead rein lesson

In this section candidates will be asked to coach a rider on the lead rein for 20 minutes. While this lesson is taking place, a lunge lesson will be going on at the same time, so an area of 20x40m will need to be available, we recommend the areas are sectioned off.

This section will take part in an area no less than 20x20m.

- One beginner/near beginner lead rein rider. Volunteer riders as young as 4 years may take part in this session only, providing that they have sufficiently developed communication and listening skills and riders of this age are covered under the centre's insurance policy and riding school licence.
- We suggest that horses/ponies are rotated regularly (minimum two horses needed). Only one horse/pony is needed at one time.
- Horses/ponies will need to be quiet, reliable and experienced on the lead rein.
- Equipment needed:
 - Saddle
 - Bridle
 - Coupling on bit rings attached to lead rein, or headcollar under the bridle attached to lead rein
 - Neck strap or breastplate
 - One mounting block
- Riders used need to wear hats that are up to the current hat standards and suitable footwear (please refer to the website for guidance).

Lunge lesson

In this section candidates will be asked to coach a rider on the lunge for 30 minutes. Whilst this lesson is going on a lead rein lesson will be going on at the same time, so an area of 20x40m will need to be available, we recommend the areas are sectioned off.

This section will take part in an area no less than 20x20m.

- One novice rider. They need to have had experience of riding on the lunge and be safe whilst riding on the lunge in walk and trot.
- We suggest that horses/ponies are rotated regularly and they do not take part in more than two consecutive sessions (minimum two horses needed). Only one horse/pony needed at one time.
- Horses/ponies will need to be quiet, reliable and experienced on the lunge. They will not be asked to canter with the rider mounted but may be asked to canter while the candidate assesses them.
- Equipment needed:
 - Saddle
 - Bridle
 - Lunge cavesson
 - Side reins adjusted to fit horse/pony
 - One lunge line
 - One lunge whip
 - Neck strap or breastplate
 - We recommend that horses wear brushing boots on all four legs for lunging but please inform the Assessor if any horse will not be working in brushing boots



- 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 lesson

In this section candidates will be asked to coach a group of three riders on the flat progressing to a jump lesson for 45 minutes.

A correctly marked area no less than 20x40m with three to four jump fences that can go up to 75cms stacked in one area of the arena.

- Three riders at Stage 1 level working towards Stage 2 who are happy to walk, trot and canter and are capable of jumping related fences up to 75cms.
- We suggest that horses/ponies are rotated regularly and do not take part in more than two consecutive sessions (minimum six horses needed). Only three horses/ponies needed at one time.
- Horses/ponies must be confident and capable of jumping up to 75cms.
- Equipment needed:
 - Jumps (minimum three to four or to set up a grid)
 - Helper to move jumps
 - Safety cups available for back poles of spreads
- 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.

Stable management lesson

In this section candidates will be asked to coach one participant (other candidate) in a stable management lesson to last 15 minutes. If only one candidate is taking this section, a volunteer pupil will be needed. Lesson topics include:

- Put on and remove a bridle
- Put on and remove a rug
- Put on and remove brushing boots
- Put on and remove a saddle

We will need an area on the yard suitable for the safe delivery of a practical stable management session which will allow room for interaction between the students.

- One Horse/pony will be needed who is quiet and well-mannered; if horse/pony becomes restless they may need to be swapped for another. However one horse can be used for all four sessions throughout the day if suitable.
- Equipment needed:
 - Snaffle bridle (with cavesson, drop or flash noseband) that can be fitted to the horse used.
 - GP saddle that can be fitted to the horse used.
 - Selection of rugs that can be fitted to the horse used.
 - Set of four brushing boots that can be fitted to the horse
- Skipping out equipment and basic grooming kit (including hoof pick) will need to be available.



- Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stale.

Centre Guidance Check List- Stage 2 Coaching (4 Candidates)

Checklist:

Facilities

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)	
Seating for assessors adjacent to the arena	
Candidate black bibs	
Facilities for refreshments/meals to be provided	

Lead rein lesson

One arena (minimum 20x40m) - lunge lesson taking part at the same time (sectioned in two)	
One beginner/near beginner rider (no younger than four if riders of this age are covered under licence and insurance)	
Minimum two horses (one needed at a time)	
Saddle to fit horse used	
Bridle to fit horse used	
Coupling on bit rings attached to lead rein or headcollar	
Lead rein	
Neck strap or breast plate	
One mounting block	

Lunge lesson

Arena size, please refer to lead rein lesson	
One novice rider	
Minimum two horses needed (one needed at a time)	
Saddle to fit horse used	
Bridle to fit horse used	
One lunge cavesson	
One pair of side reins to fit horse used	
Brushing boots all round on the horses used	
One lunge line	
Neck strap or breast plate	



Group lesson

One arena (minimum 20x40m)	
Three to four fences that can be set up at 75cms	
Three riders (Stage 1 level working towards Stage 2)	
Minimum six horses, only three needed at one time	
Helper to move jumps	
Safety cups available for back poles of spreads	

Stable management lesson

An area big enough to deliver a lesson and demonstrate tasks	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Minimum one horse	
Snaffle bridle (with cavesson, drop or flash noseband) to fit horse used	
GP saddle to fit horse used	
Selection of rugs to fit horse used	
Set of four brushing boots to fit horse used	
One set of skipping out tools	
One basic grooming kit (to include hoof pick)	
Volunteer pupil if no other candidate is present for this section	



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, between two to three weeks prior to the assessment date (when candidate bookings close).

What will be included in the email:

- Programme
 - Candidate names (including heights and weights)
 - Assessor names and Lead Assessor contact details
- 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. If you have any concerns or amendments you would like making to the programme please discuss this with the Lead Assessor in the first instance.
 - 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.

Skills Records can be purchased from the BHS shop or downloaded from the website and printed out. This must be signed off by a BHS Accredited Professional who holds a qualification at the level above before the candidate takes their 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. Should you need more candidate bibs, please 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 resolve any queries.

What to do after the assessment

Following the assessment, please forward 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) within 30 days of the assessment date.

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 always 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):

Tracy Casstles (Director of Education)

tracy.casstles@bhs.org.uk

07876 652007

Michele Carman (Head of Education Operations)

michele.carman@bhs.org.uk

07966 215964

