

Centre Guidance- Stage 4 Dressage Coach (8 Candidates)

Stage 4 Coaching is aimed at the individual working in the equine industry who is actively working towards training horses and riders. 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

The maximum number of complete candidates is eight; 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 or observer we will notify you in 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. Assessors may request lunch but this is chargeable to them directly if provided.
9. Two areas 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 coaching 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. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.

13. 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 18 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 coach sections with VIVAs; the programme allows for some of the same horses (where appropriate) to be used for more than one session. 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 programme:

Time Start	Time End	Assessor A	Assessor B	Assessor C
8:15	8:30	Briefing	Briefing	Briefing
8:30	9:10	Private Dressage	Group Pole Work	Semi Private Dressage
9:15	9:55	Private Dressage	Group Pole Work	Semi Private Dressage
10:00	10:40	Private Dressage	Group Pole Work	Semi Private Dressage
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 Dressage	Group Pole Work	Semi Private Dressage
11:55	12:35	Private Dressage	Group Pole Work	Semi Private Dressage
12:40	13:10	Private Dressage	Group Pole Work	Semi Private Dressage
13:10	13:50	Lunch	Lunch	Lunch
13:50	14:30	Private Dressage	Group Pole Work	Semi Private Dressage
14:35	15:15	Private Dressage	Group Pole Work	Semi Private Dressage
15:30	16:00	Lunge	Lunge	Lunge
16:00	16:30	Lunge	Lunge	Lunge
16:30	17:00	Lunge	Lunge	Teach VIVA (2x10mins)

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 or equivalent competence
- 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:
 - GP or dressage saddle
 - Bridle without a noseband
 - Lunge cavesson
 - Side reins adjusted to fit horse/pony
 - We recommend that horses wear brushing boots on all four legs for lunging but please inform the Assessor if horses will be working without brushing boots
 - 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 20x40m arena with five to ten poles available.

- Nine riders at Stage 3 level or equivalent standard who are split into three per lesson, throughout the day. They need to 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 twelve 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 Dressage lesson, (Elementary level)

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

The size of the arena needs to be no less than 20x40m with correctly labelled markers.

Three riders split between the sessions (one needed at one time) who are riding up to Elementary level. Capable of; direct transitions, simple changes, able to ride collected and medium paces, turn about/on the forehand, rein back, shoulder fore/in, turn about the haunches, pirouettes in walk, leg yield and counter canter. 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, recommended up to elementary level. Capable of simple changes, collected and medium paces, turn about/on the forehand, rein back, shoulder fore/in, turn about the haunches, pirouettes in walk, leg yield and counter canter.
- Equipment needed:
 - Neck strap or breastplate
 - One mounting block



- 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.

Semi Private Dressage lesson, (Novice level)

In this section candidates will be asked to coach a semi private dressage lesson at Novice level for 35 minutes.

The size of the area needs to be no less than 20x40m.

- Eight riders at Stage 3 level or equivalent standard who are split into two per lesson, throughout the day. They need to happy to walk, trot and canter, ride leg yield, turn on/about the forehand, ride transitions, adjust stride length, trot on a loose rein and perform school movements.
- We suggest that horses are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum eight horses needed). Only two needed at one time.
 - 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.

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.

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

07767 670972

Michele Carman (Head of Education Operations)

michele.carman@bhs.org.uk

07966 215964



Centre Guidance Check List- Stage 4 Eventing Coach and Management

Facilities Checklist:

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 coaching 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 or equivalent competence	
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 20x40m)	
12 riders at Stage 3 level or equivalent standard	
Minimum 12 horses (three needed at one time)	
Five to ten poles	
One mounting block	
Neck strap or breastplate on all horses	



Private Dressage Lesson Elementary Level

One arena with correctly labelled markers (minimum 20x40m)	
Three riders riding up Elementary Level	
Minimum three horses (one needed at one time)	
One mounting block	
Neck strap or breastplate on all horses	

Semi-private Dressage Lesson Novice Level

One arena minimum 20x40m	
Eight riders at Stage 3 level or equivalent standard, split into groups of two	
Minimum eight horses (two needed at one time)	
Neck strap or breastplate on all horses	
One mounting block	

