

## Centre Guidance- Stage 3 Coaching (8 Candidates)

Thank you for enquiring about holding our BHS Stage 3 Coaching assessment. Stage 3 Coaching is aimed at the individual who have coaching skills and would like to make a career out of coaching.

### **BHS Stage 3 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 anybody else will be attending e.g. Internal Quality Assurer and observer we will let you know 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. It is desirable that a list of horses used for each riding section and what they have previously done available to the Lead Assessor on the day of assessment.
9. Suitable light refreshments throughout the day and lunch for assessors. Assessors may request lunch but this is chargeable to them directly if provided.
10. 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).
11. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
12. 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 protects 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 two Coaching sections (dressage lesson and arena event 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. A sample timetable for a Stage 3 Coaching assessment of this size can be found below.

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 (up to 4 candidates AM)		Time Start	Time End	Assessor B (up to 4 candidates AM)	
8.30	8.40	Briefing		8.30	8.40	Briefing	
8.40	9.10	Dressage lesson	Break	8.40	9.20	Arena event lesson	Break
9.10	9.30	Discussion	Break	9.20	9.30	Discussion	Break
9.40	10.10	Break	Dressage lesson	9.40	10.20	Break	Arena event lesson
10.10	10.30	Break	Discussion	10.20	10.30	Break	Discussion
10.35	11.15	Arena event lesson	Break	10.40	11.10	Dressage lesson	Break
11.15	11.25	Discussion	Break	11.10	11.30	Discussion	Break
11.30	12.10	Break	Arena event lesson	11.30	12.00	Break	Dressage lesson
12.10	12.20	Break	Discussion	12.00	12.20	Break	Discussion

## PM

Time Start	Time End	Assessor A (up to 4 candidates PM)		Time Start	Time End	Assessor B (up to 4 candidates PM)	
13.00	13.15	Briefing		13.00	13.15	Briefing	
13.15	13.45	Dressage lesson	Break	13.15	13.55	Arena event lesson	Break
13.45	14.05	Discussion	Break	13.55	14.05	Discussion	Break
14.05	14.35	Break	Dressage lesson	14.05	14.45	Break	Arena event lesson
14.35	14.55	Break	Discussion	14.45	14.55	Break	Discussion
15.00	15.40	Arena event lesson	Break	15.00	15.30	Dressage lesson	Break
15.40	15.50	Discussion	Break	15.30	15.50	Discussion	Break
15.50	16.30	Break	Arena event lesson	15.50	16.20	Break	Dressage lesson
16.30	16.40	Break	Discussion	16.20	16.40	Break	Discussion

### Dressage lesson

In this section candidates will be asked to coach a rider for 30 minutes on the flat.

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

- Two riders split between the sessions (one needed at a time) who are capable of learning leg yield, lengthening and shortening strides and turn on/about the forehand. They should be working up to Novice level dressage but may be career students or riding school clients rather than competitive riders. We suggest each rider can support up to two non-consecutive sessions.
- We suggest that horses/ponies are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum four horses needed). Only one is needed at any one time.
- Horses will need to have been schooled at an appropriate level that are capable of leg yield, lengthening and shortening strides and turn on/about the forehand.
- Equipment needed:
  - Saddle
  - Bridle
  - 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.

### Arena event lesson

In this section candidates will be asked to coach two riders over simulated cross country jumps for 40 minutes.

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

- Eight riders at Stage 2 level working towards Stage 3 who are split into two riders per group, who are confident jumping up to 80cms. We suggest they are rotated regularly and they do not take part in more than two non-consecutive sessions. Only two riders are needed at one time.
- Horses will need to be confident at jumping up to 80cm and we suggest horses are rotated regularly and do not take part in more than two non-consecutive sessions (minimum eight horses), only two needed at a time.
- Equipment needed:
  - Saddle
  - Bridle
  - Neck strap or breastplate
  - Eight simulated cross country fences set up in the arena (this may include offset doubles, corners, arrow head, stile, water tray and brush fence) positioned around the arena.
  - One helper to assist moving fences round if needed
  - 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 and body protectors to the current standard and suitable footwear.

## Centre Guidance Check List- Stage 3 Coaching (8 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	
List of horses used for each riding section and what they have previously done	

#### **Dressage lesson**

One arena with correctly labelled markers (minimum 20x40m)	
Four riders working up to Novice Level dressage	
Minimum four horses (one needed at any one time)	
Saddle to fit horse used	
Bridle to fit horse used	
Neck strap or breast plate	
One mounting block	

#### **Arena event lesson**

One arena (minimum 20x60m)	
Eight riders at Stage 2 level working towards Stage 3	
Minimum eight horses needed (two needed at any one time)	
Saddle to fit horse used	
Bridle to fit horse used	
Neck strap or breast plate	
Eight simulated cross country jumps set up to include:	
Offset double	
Corner	
Arrow head	
Stile	
Water tray	
Brush fence	
One helper from the centre to assist moving fences	
One mounting block	

## **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
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- 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](mailto: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](mailto: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](mailto:tracy.casstles@bhs.org.uk)

07876 652007

Michele Carman (Head of Education Operations)

[michele.carman@bhs.org.uk](mailto:michele.carman@bhs.org.uk)

07966 215964